

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 2 SYSTEM INQUIRY CAPABILITIES
CHAPTERS 1, 2 AND 3

TABLE OF CONTENTS

<u>SECT</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
2.1.1	CHAPTER 1 OVERVIEW.....	5
2.1.1.1	PURPOSE OF DELAYED INQUIRIES.....	5
2.1.1.2	BATCH AND ONLINE ENVIRONMENT.....	5
2.1.1.3	INITIATION PROCEDURES.....	5
2.1.2	DELAYED INQUIRY INPUT PROCEDURES.....	5
2.1.2.1	CT0001 - CONTRACT MAINTENANCE MASTER MENU.....	6
2.1.2.2	CT5000 - CONTRACT MAINTENANCE SYSTEM INQUIRIES MENU.....	7
2.1.2.3	UNKA02 - CONTRACT MAINTENANCE DELAYED INQUIRY REQUEST MENU.....	8
2.1.2.4	UNKN45 - RECONCILIATION DELAYED INQUIRY REQUEST.....	10
2.1.2.5	UNKN05 - CONTRACT REFERENCE LIST DELAYED INQUIRY REQUEST.....	18
2.1.2.6	UNKN15 AND UNKN16 - SELECTIVE ABSTRACT REQUEST.....	23
2.1.2.7	UNKN20 - CONTRACT ABSTRACT DELAYED INQUIRY REQUEST.....	35
2.1.2.8	UNKN25 - CONTRACT STATISTICS DELAYED INQUIRY REQUEST.....	41
2.1.2.9	UNKA35 - CONTRACT DATA REQUESTS.....	42
2.1.2.10	UNKN37 - CLOSED HISTORY.....	44
2.1.2.11	UNKN38 - NEW CONTRACTS RECEIPTS.....	48
2.1.2.12	UNKN39 - CONTRACTOR STATUS LIST.....	50
2.1.2.13	UNKN40 - MASTER INVENTORY DELAYED INQUIRY REQUEST.....	51
2.1.2.14	UNKN60 AND UNKN61 - CONTRACT ADMINISTRATION REPORT SELECTIVE.....	57
2.1.2.14.1	CONTRACT ADMINISTRATION REPORT SUMMARY.....	71
2.1.2.14.2	CAR PROCEDURES.....	76
2.1.2.14.3	EFFECTS OF TERMINATION ACTIONS.....	81
2.1.2.14.4	CONTRACT LEVEL CHANGES.....	82
2.1.2.15	UNKN70 - DD FORM 1716 TWX TRIGGER DELAYED INQUIRY REQUEST.....	83
2.1.2.16	UNKA70 - OUTSTANDING REPORT REQUESTS.....	87
2.1.2.17	UNKN71 - OUTSTANDING REPORT REQUEST FOR A USER.....	90
2.1.2.18	UNKN72 - OUTSTANDING REPORT REQUESTS (COMPLETE LIST).....	93
2.1.2.19	UNKN7X - OUTSTANDING REPORT REQUESTS WITH DELETE.....	96
2.1.2.20	UNKN65 - MAF QA ATTRIBUTE DATA DELAYED INQUIRY REQUEST.....	100
2.1.3	OUTPUT PRODUCTS.....	105
2.1.3.1	UNMD010A - DELAYED INQUIRY REJECTION REPORT.....	106
2.1.3.2	UNMD040D - CONTRACT ABSTRACT - INQUIRY REQUESTED.....	107
2.1.3.3	UNMD040C - CONTRACT ABSTRACT - RECONCILIATION.....	108
2.1.3.4	UNMD030D - RECONCILIATION OF UNLIQUIDATED OBLIGATIONS.....	109
2.1.3.5	UNMD080A - PRODUCTION STATUS ENERGY CRISIS REQUEST.....	110
2.1.3.6	UNMD100A AND UNMD100B - GENERATED STANDARD FORM 30 ACO MODS.....	111
2.1.3.7	UNMD070A - REQUESTED CONTRACT STATISTICAL DATA REPORT.....	112
2.1.3.8	UNMD050A - PURCHASE OFFICE LIST MODIFICATIONS.....	114
2.1.3.9	UNMD140A - CONTRACT REFERENCE LIST BY TD.....	115
2.1.3.10	UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION.....	116
2.1.3.11	UYCM02 - SB/LSA PART A, SECTION 1.....	117
2.1.3.12	UYCM52 - SB/LSA PART A, SECTION 1 (DOE).....	118
2.1.3.13	UYCM03 - OVERAGE PART A, SECTION 2.....	119
2.1.3.14	UYCM53 - OVERAGE PART A, SECTION 2 (DOE).....	120
2.1.3.15	UYCM04 - OVERAGE PART B, SECTION 2.....	121
2.1.3.16	UYCM54 - OVERAGE PART B, SECTION 2 (DOE).....	122
2.1.3.17	UYCM06 - PURCHASE OFFICE LIST.....	123

2.1.3.18	UYCM56 - PURCHASE OFFICE LIST (DOE)	124
2.1.3.19	UYCM07 - CLASSIFIED CONTRACT LISTING	125
2.1.3.20	UYCM57 - CLASSIFIED CONTRACT LISTING (DOE)	126
2.1.3.21	UYCM08* - R, D, T AND E CONTRACTS	127
2.1.3.22	UYCM58* - R, D, T AND E CONTRACTS (DOE)	128
2.1.3.23	UYCM10 - SECTION 5 CONTRACTS MOVING TO SECTION 4 IN EOM PURGE	129
2.1.3.24	UYMC60 – SECTION 5 CONTRACTS MOVING TO SECTION 4 IN EOM PURGE (DOE)	130
2.1.3.25	UYCM11 - SECTION 5 CLOSED CONTRACTS - PIIN SEQUENCE	131
2.1.3.26	UYCM61 - SECTION 5 CLOSED CONTRACTS - PIIN SEQUENCE (DOE)	131
2.1.3.27	UYCM12 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE	132
2.1.3.28	UYCM62 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE (DOE)	132
2.1.3.29	UYCM13 - ZERO BALANCE PART A, SECTION 1	133
2.1.3.30	UYCM63 - ZERO BALANCE PART A, SECTION 1	133
2.1.3.31	UYCM14 - DELINQUENT PART A, SECTION 1	134
2.1.3.32	UYCM64 - DELINQUENT PART A, SECTION 1 (DOE)	134
2.1.3.33	UYCM15 - DELINQUENT PART B, SECTION 1	135
2.1.3.34	UYCM65 - DELINQUENT PART B, SECTION 1 (DOE)	135
2.1.3.35	UYCM16 - CAR PART A, SECTION 1-5	136
2.1.3.36	UYCM66 - CAR PART A, SECTION 1-5 (DOE)	136
2.1.3.37	UYCM17 - CAR PART B, SECTION 1-5	137
2.1.3.38	UYCM67 - CAR PART B, SECTION 1-5 (DOE)	137
2.1.3.39	UYCM18 - CAR PART C, SECTION 1-5	138
2.1.3.40	UYCM68 - CAR PART C, SECTION 1-5 (DOE)	138
2.1.3.41	UYCM19 - PART D, CAR - SUMMARY DISTRICT	139
2.1.3.42	UYCM69 - PART D, CAR - SUMMARY PART A DISTRICT (DOE)	139
2.1.3.43	UYCM21 - PART D, CAR - SUMMARY ORGANIZATION	140
2.1.3.44	UYCM71 - PART D, CAR - SUMMARY PART A ORGANIZATION (DOE)	140
2.1.3.45	UYCM22 - OVERAGE ALERT PART A AND B, SECTION 2	141
2.1.3.46	UYCM72 - OVERAGE ALERT PART A AND B, SECTION 2 DOE	141
2.1.3.47	UYCM36 - FOREIGN MILITARY SALES	142
2.1.3.48	UYCM86 - FOREIGN MILITARY SALES (DOE)	142
2.1.3.49	UYCM37 - NON-DoD REIMBURSEMENT CONTRACTS	143
2.1.3.50	UYCM87 - NON-DoD REIMBURSEMENT CONTRACTS (DOE)	143
2.1.3.51	UYCM38 - PART C PAYMENT ONLY	144
2.1.3.52	UYCM88 - PART C PAYMENT ONLY (DOE)	144
2.1.3.53	UYCM39 - CAR PROGRESS PAYMENT	145
2.1.3.54	UYCM89 - CAR PROGRESS PAYMENT (DOE)	145
2.1.3.55	UYCM402 - SELECT MIR DATA FILE	146
2.1.3.56	UNMD060A - MASTER INVENTORY LIST	147
2.1.3.57	UNMD110A - MAF QA ATTRIBUTE DATA INQUIRY - CODE TO NAME	148
2.1.3.58	UNMD110B - MAF QA ATTRIBUTE DATE INQUIRY - NAME TO CODE	150
2.1.3.59	UNMA440A - DD FORM 1716 REPORT	150
2.1.3.60	UNMD020A - NEGATIVE CAR INQUIRY REPORT	151
2.1.3.61	UNMD120A - REQUESTED LABOR RELATIONS REPORT	151
2.1.3.62	UNMD370A - CLOSED CONTRACTS	152
2.1.3.63	UNMD380A - NEW CONTRACT RECEIPTS - ENTIRE DISTRICT	152
2.1.3.64	UNWN380B - NEW CONTRACT RECEIPTS - CAO REPORT	153
2.1.3.65	UNMD410A - CONTRACTOR STATUS LIST	153
2.2.1	CHAPTER 2 OVERVIEW	154
2.2.1.1	PURPOSE OF ONLINE INQUIRIES	154
2.2.1.2	ONLINE ENVIRONMENT	154
2.2.2	INITIATION PROCEDURES	154
2.2.3	ONLINE INQUIRY INPUT REQUIREMENTS	154
2.2.3.1	CT5000 - SYSTEM INQUIRY MENU	155
2.2.3.2	CT5100 - UNVALIDATED TRANSACTION LIST MENU	156

2.2.3.3 CT5110 - FULL UNVALIDATED TRANSACTION LIST	157
2.2.3.4 CT5120 - UNVALIDATED CONTRACTS LIST BY RGS-CD.....	158
2.2.3.5 CT5200 - ACCOUNTING CLASSIFICATION BALANCE	159
2.2.3.6 CT5300 - LINE ITEM BALANCE INQUIRY	161
2.2.3.7 CT5400 - CONTRACT INPUT SCAN.....	163
2.2.3.8 CT5410 - SCAN CONTRACT DATA RECORD	164
2.2.3.9 CT5420 - SCAN PROVISIONS DATA RECORD	165
2.2.3.9.1 CT5425 - SCAN PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS.....	166
2.2.3.10 CT5430 - SCAN PAYEE NAME AND ADDRESS DATA RECORD	167
2.2.3.11 CT5440 - SCAN REMARKS DATA RECORD.....	168
2.2.3.11.1 CT5445 - SCAN ACO NOTEBOOK REMARKS	169
2.2.3.12 CT5450 - TYPE OF ACCOUNTING SCAN.....	170
2.2.3.13 CT5451-CT5454 - SCAN SPECIFIC ACCOUNTING RECORD	171
2.2.3.14 CT5455-CT5458 - SCAN ALL ACCOUNTING RECORDS	174
2.2.3.15 CT5460 - TYPE OF SERVICE LINE ITEM SCAN.....	177
2.2.3.16 CT5461 - SCAN SPECIFIC SERVICE LINE ITEM RECORD	178
2.2.3.17 CT5462 - SCAN ALL SERVICE LINE ITEM RECORDS.....	179
2.2.3.17.1 CT5465 - SCAN LINE ITEMS SPECIAL PAYMENT INSTRUCTIONS.....	180
2.2.3.18 CT5470 - TYPE OF SUPPLY LINE ITEM SCAN	181
2.2.3.19 CT5471 - SCAN SPECIFIC SUPPLY LINE ITEM	182
2.2.3.20 - CT5472 - SCAN ALL SUPPLY LINE ITEM RECORDS	183
2.2.3.20.1 - CT5475 - SCAN LINE ITEM SPECIAL PAYMENT INSTRUCTIONS.....	184
2.2.3.21 CT5480 - TYPE OF SUPPLY SCHEDULE RECORD SCAN	185
2.2.3.22 CT5481 - SCAN SPECIFIC SUPPLY SCHEDULE RECORD	187
2.2.3.23 CT5482 - SCAN ALL SUPPLY SCHEDULE RECORDS	188
2.2.3.24 CT5490 - SCAN MODIFICATION HEADER DATA RECORD	189
2.2.3.25 CT5500 - CONTRACT ACTIVITY INQUIRY	190
2.2.3.26 CT5600 - INPUT STATISTICS BY RGS-CD.....	191
2.2.3.27 CT5720 - APPLIED MODIFICATIONS.....	192
2.2.3.28 CT5730 - CONTRACTS BY CONTRACTOR	195
2.2.3.29 CT5750 - MAF ATTRIBUTE DATA	198
2.2.3.30 CT57C0 - SUMMARY OF SHIPMENT DATA BY CONTRACT	201
2.2.3.31 CT57D0 - CONTRACT LINE ITEM STATUS	204
2.2.3.32 CT5800 - ONLINE ABSTRACT INQUIRIES	207
2.2.3.32.1 CT5801 - ADMINISTRATIVE DATA	211
2.2.3.32.2 CT5802 - ADDRESS DATA	215
2.2.3.32.3 CT5803 - PROVISIONS DATA	218
2.2.3.32.3.1 CT5910 - PROVISION LEVEL SPECIAL PAYMENT INSTRUCTION INQUIRY	225
2.2.3.32.4 CT5804 - REMARKS DATA	226
2.2.3.32.4.1 CT5930 - ACO NOTEBOOK REMARKS INQUIRY	229
2.2.3.32.5 CT5805 - CCN DATA	230
2.2.3.32.6 CT5806 - ACO ALERT DATA	233
2.2.3.32.7 CT5811 - ACCOUNTING DATA	235
2.2.3.32.8 CT5821 - LINE ITEM DATA.....	250
2.2.3.32.9 CT5830 - SCHEDULE DATA	256
2.2.3.32.10 CT5840 - SHIPMENT DATA.....	260
2.2.3.32.11 CT5850 - INVENTORY DATA	265
2.2.3.32.12 ALL DATA BASE RECORDS.....	268
2.2.3.32.13 CT5860 - SELECT INDIVIDUAL RECORDS.....	269
2.2.3.33 UNCT30 - SUMMARY EDIT FUNCTIONS MENU	272
2.2.3.33.1 UNCT31 - SUMMARY EDIT REQUEST INQUIRY	274
2.2.3.33.2 UNCT32, UNCT33 - RESUBMIT SUMMARY EDIT REQUEST	277
2.2.3.33.3 UNCT35 - CANCEL BACKGROUND SUMMARY EDIT (SUPERVISOR).....	279
2.2.3.34 CT5870 - NAVY STARS OBLIGATION INQUIRY	280
2.2.3.35 CT5900 - NOTEBOOK INQUIRY MENU	282

<u>2.2.3.35.1 CT5910 - PROVISION LEVEL SPECIAL PAYMENT INSTRUCTION INQUIRY</u>	<u>285</u>
<u>2.2.3.35.2 CT5920 - LINE ITEM SPECIAL PAYMENT INSTRUCTIONS INQUIRY</u>	<u>286</u>
<u>2.2.3.35.3 CT5930 ACO NOTEBOOK REMARKS INQUIRY.....</u>	<u>287</u>

CHAPTER 1 DELAYED INQUIRIES

2.1.1 CHAPTER 1 OVERVIEW

This chapter provides the detailed input procedures for the delayed inquiry transactions, a summary of all output products generated in response to delayed inquiries.

2.1.1.1 PURPOSE OF DELAYED INQUIRIES

The purpose of Delayed Inquiries is to provide the capability to interrogate the data base at various levels within a given set of parameters with the response being provided after the next batch cycle processes. Through the use of delayed inquiries, functional personnel can determine the status of any contract in the system at a specific point in time.

2.1.1.2 BATCH AND ONLINE ENVIRONMENT

Inquiries are processed in a batch environment as well as an online environment. Delayed Inquiries are obtained by input of the inquiry request online and receiving the output after the next batch processing cycle. Online delayed inquiry request actions may be processed from any terminal with access to the online (TIS) system.

2.1.1.3 INITIATION PROCEDURES

In order to access the online delayed inquiry request process the user must sign-on to TIS. On the MANTIS screen select USER YCU2 and enter PASSWORD CONTRACT. (NOTE: The detailed procedures for signing on and using the online (TIS) system are contained in part 1, chapter 2 of this manual.) All further instructions are described in the sections below.

2.1.2 DELAYED INQUIRY INPUT PROCEDURES

The following paragraphs contain the detailed data input instructions for the online delayed inquiry request transactions. A means of viewing those requests made online is also provided.

2.1.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU

a. GENERAL - Contract Maintenance users will use the Contract Maintenance Delayed Inquiry Request Menu to request Delayed Inquiries online. In order to access this menu, the user must sign-on to the online system (TIS) and select MANTIS User YCU2, Password CONTRACT. (NOTE: Detailed instructions are in part 1, chapter 2 of this manual.) Screen CT0001, Contract Maintenance Master Menu will then appear. The reports will not be provided online; only the means of requesting the reports is provided online. However, there is also a set of online inquiries designed to view which requests are pending. The requests in the following sections are representative of those used by Finance.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Maintenance Master Menu, CT0001.

```
*****
CT0001          CONTRACT MAINTENANCE MASTER MENU

      COMPUTER BASED USER DOC.(CBUD)..0      SYSTEM INQUIRIES.....5
* NEW CONTRACT SETUP.....1      * SUPERVISORY FUNCTIONS.....6
* CONTRACT MODIFICATIONS.....2      * NO ACTION MODIFICATIONS...7
* CONTRACT CORRECTIONS.....3      MOCAS INVENTORY UPDATE....8
* SUMMARY EDITS.....4

      TERMINATE THIS FACILITY ..... PA2

      * THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS

      FUNCTION:                                PIIN:
                                              SPIIN:
                                              CAO-ORG-CD:
                                              RGS-CD:
```

FIGURE 2-1

c. INPUT INSTRUCTIONS - The only entries required to access the System Inquiries, where the Delayed Inquiry request option is located, are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (2N) - Must contain the numbers 0 to 8. However, to obtain the System Inquiry Menu, enter a 5.

2.1.2.2 CT5000 - CONTRACT MAINTENANCE SYSTEM INQUIRIES MENU

a. GENERAL - This menu allows the user to access the online inquiries and the online delayed inquiry request and pending request review processes. Only the Delayed Inquiry process is described in this section. Refer to the index for the section covering Online Inquiries for the instructions related to the online inquiries.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Maintenance Inquiry Menu, CT5000. In order to access the Delayed Inquiry Request process, select Function 13.

```
*****
CT5000                CONTRACT MAINTENANCE INQUIRY MENU

COMPUTER BASED USER DOCUMENTATION..0  MAF ATTRIBUTE DATA.....8
UNVALIDATED TRANSACTION LIST.....1  CONTRACTS BY CONTRACTOR.....9
ACCOUNTING CLASSIFICATION BALANCE..2  SUMMARY OF SHIPMENT DATA...10
LINE ITEM BALANCE INQUIRY.....3      CONTRACT LINE ITEM STATUS..11
CONTRACT INPUT SCAN.....4            ONLINE ABSTRACT INQUIRY...12
CONTRACT ACTIVITY INQUIRY.....5      DELAYED INQUIRY REQUESTS...13
INPUT STATISTICS BY RGS-CD.....6      SUMMARY EDIT FUNCTIONS....14
APPLIED MODIFICATIONS.....7          NAVY STARS INQUIRY.....15
                                      NOTEBOOK INQUIRY.....16
```

TERMINATE THIS FACILITY PA2

FUNCTION:

```
*****
FIGURE 2-2
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (2N) - Select one of the functions listed. Must contain one of the options listed 0 to 16. (Blank equates to zero.) The user must be authorized for the option selected. Select function 13 to access the Delayed Inquiry request process.

2.1.2.3 UNKA02 - CONTRACT MAINTENANCE DELAYED INQUIRY REQUEST MENU

a. GENERAL - This menu allows the user to select the required delayed inquiry request process or to view all pending requests. The requests provided on this menu are those used by Finance. Requests used only by the Contract Administration or Production Administration organizations are described in the user procedure for Contract Administration, DLAM 8000.3.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Maintenance Delayed Inquiry Request Menu, UNKA02.

```
*****
UNKA02          CONTRACT MAINTENANCE DELAYED INQUIRY REQUEST MENU

COMPUTER BASED USER DOCUMENTATION..A    CONTRACT DATA.....G
RECONCILIATION.....B                  MASTER INVENTORY LIST.....H
CONTRACT REFERENCE LIST.....C          CAR SELECTIVE (2 PAGES)...I
SELECTIVE ABSTRACT (2 PAGES).....D     DD FORM 1716 TWX TRIGGER..J
CONTRACT ABSTRACT.....E                PENDING REQUEST.....K
CONTRACT STATISTICS.....F              MAF QA ATTRIBUTE.....L
                                     TERMINATE THIS FACILITY.....PA2

                                FUNCTION:

                                ROUTING CODE:

                                USER ID CODE:
```

```
*****
                                FIGURE 2-3
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1A) - Users may select the type of report to be received via entry of a function. Must contain A, B, C, D, E, F, G, H, I, J, K or L.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code indicates to which office the request is to be routed by entry of the two position, alpha and/or numeric Routing Code. This code must be in validation table TB0097.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - The system generates the code entered by the user on the first sign-on screen requiring a USER ID.

d. MESSAGES:

```
HX1          INVALID FUNCTION ENTERED

Only alphabetic function selections may be made on this
menu. Acceptable entries are A - L only. Correct the
function selected.
```


- HX3 ROUTING CODE MUST BE ENTERED; TWO POSITIONS - ALPHA/NUMBER
- The ROUTING CODE field must contain an alpha and/or numeric entry. Usually the code of the organization to which the request is to be routed is entered. Please make a valid entry.
- HX4 SELECT A VALID FUNCTION
- No entry or an invalid entry has been made in the Function field. An alphabetic entry must be made in this field. Even CBUD now requires an entry of an A. Please make necessary selection.
- HX8 INVALID ROUTING CODE
- Valid Routing Codes are in validation table TB0097. Correct the entry as necessary. If the OTIS shop has not yet added the Routing Code to the table, contact OTIS through your supervisor to determine what has caused the delay.

2.1.2.4 UNKN45 - RECONCILIATION DELAYED INQUIRY REQUEST

a. GENERAL - When a contract requires reconciliation, this delayed inquiry request is used to request the Contract Reconciliation report, UNMD030D, and Contract Abstract - Reconciliation, UNMD040C. These reports are used to reconcile ACRN level unliquidated obligations to the extended value of the undelivered items plus any accrued expenditures. The Contract Abstract - Reconciliation is only provided if the user enters an X in PRODUCE AN ABSTRACT FOR EACH CONTRACT MEETING ABOVE CRITERIA.

b. SCREEN FORMAT - The following is a sample screen format for the Reconciliation delayed inquiry request, UNKN45.

```
*****
UNKN45                                RECONCILIATION
CBUD:

REQUESTER:                            ROUTING CODE:                            USER ID CODE:
                                         REQUEST DATE:

TYPE OF OUT-OF-BALANCE CONTRACT TO REPORT (SELECT 1 OF 6 BELOW WITH AN X)

SELECT FROM ENTIRE DISTRICT:
SELECT SPECIFIC CONTRACTOR:    & ENTER UP TO 3 CAGES:
    SELECT A SPECIFIC ACO:    & ENTER AN ACO'S CODE:
    SELECT A SPECIFIC CAO:    & ENTER A CAO CODE:
SELECT SPECIFIC ZIP CODE(S):    & ENTER UP TO 2 CODES:
SELECT A SPECIFIC CONTRACT:    & ENTER THE PIIN:
                                   SPIIN:
                                   & CAO ORG CODE:
                                ADDITIONAL LIMITATIONS
NBR OUT-OF-BAL ACRNS LIMIT:    OUT-OF-BAL $ AMOUNT LIMIT:
    UNDEFINITIZED/MULTIPLE ACRNS ON LINE ITEMS INDICATOR:  X IF APPLIES
    ALL FIXED PRICE NON-SUBSISTENCE CONTRACTS:  X IF APPLIES
    ALL FIXED PRICE CONTRACTS:  X IF APPLIES
PRODUCE AN ABSTRACT FOR EACH CONTRACT MEETING ABOVE CRITERIA:  X IF APPLIES
```

```
*****
                                FIGURE 2-4
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
TYPE OF OUT-OF-BALANCE CONTRACT TO REPORT	Select one of the six request levels by placing an X next to the required selection. If additional information is required for the request level, the cursor will move automatically to the field to the right where the additional information is to be entered.
SELECT FROM ENTIRE DISTRICT	SELECT FROM THE ENTIRE DISTRICT INDICATOR (1A) - If all the contracts from the district are to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X.
SELECT SPECIFIC CONTRACTOR	SELECT A SPECIFIC CONTRACTOR INDICATOR (1A) - If only contracts for a specified contractor are to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X. When this field is entered, at least one (up to 3) contractor codes (CAGE) must be entered in the field(s) provided to the right.
& ENTER UP TO 3CAGES	CONTRACTOR CODE SELECTIONS (15A/N) - Enter from 1 to 3 contractor codes. These are the contractors whose contracts are to be considered by the delayed inquiry. At least one five position code must be entered. All codes must exist on the main address file (ADRS). Only alpha and/or numeric characters are acceptable.
SELECT A SPECIFIC ACO	SELECT A SPECIFIC ACO INDICATOR - If only contracts for a specified Administrative Contracting Officer (ACO) are to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X. When this field is entered, the code of the ACO to be considered must be entered in the field provided to the right.

DATA ELEMENT

SPECIAL INSTRUCTIONS

& ENTER AN
ACO'S CODE

ADMINISTRATIVE CONTRACTING OFFICER'S CODE SELECTION (2A/N) - Enter the code of the Administrative Contracting Officer (ACO) to be considered by the report program. This ACO code must be on validation table TB0096.

SELECT A
SPECIFIC CAO

SELECT A SPECIFIC CAO INDICATOR - If only contracts for a specified Contract Administration Office (CAO) are to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.

& ENTER A
CAO CODE

CONTRACT ADMINISTRATION OFFICE CODE SELECTION - Enter the code of the Contract Administration Office (CAO) to be considered by the report program. This CAO code must be on validation table TB0040.

SELECT
SPECIFIC
ZIP CODE(S)

SELECT SPECIFIC ZIP CODE(S) INDICATOR - If only contracts for one or two specified ZIP Codes - U.S. or Canadian - are to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X. When this field is entered, at least one ZIP Code which is to be considered must be entered in the field provided to the right.

& ENTER UP
TO 2CODES

ZIP CODE SELECTION (18A/N) - Enter one or two, U.S. or Canadian ZIP Codes which are to be considered by the report program. Canadian ZIP Codes require a blank (space bar) between the first three and second three alphanumeric characters in the code for a total of seven positions per code. U.S. ZIP Codes must contain numeric characters only. Two separate fields are provided which are nine positions each. Therefore, if one U.S. ZIP Code is entered and a second is desired, the user must tab to the second field.

SELECT A
SPECIFIC
CONTRACT

SELECT A SPECIFIC CONTRACT INDICATOR - If only one specific contract is to be considered, enter an X in this field. Otherwise, select one of the other five possible selection indicators. This field must contain an X or be blank. At least one of the selection indicators (all begin SELECT) must contain an X. When this field is entered, the one contract number which is to be considered must be entered in the field provided to the right.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
---------------------	-----------------------------

& ENTER THE PIIN	CONTRACT NUMBER SELECTION (18A/N) - Enter the procurement instrument identification number of the document to be reported. The PIIN must contain alpha and/or numerics in positions 1-6 and 9-13. Positions 7 and 8 must be numeric. The system will provide an automatic space after positions 6 and 8. The contract must be on the data base at PIIN/SPIIN level only.
---------------------	--

SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the four position contract call or order number if the call/order is to be inquired upon. Only alpha and/or numeric characters may be entered.
-------	---

& CAO ORG CODE	CONTRACT ADMINISTRATION OFFICE CODE (2A/N) - Enter the two position, alpha and/or numeric Contract Administration Office (CAO) code. This code must be on validation table TB0040. Although this code is required, it is only used by the actual report program to determine which contract to report. It is not used for validation of the contract number at this time (see PIIN for information).
-------------------	--

ADDITIONAL LIMITATIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
---------------------	-----------------------------

NBR OUT-OF-BAL SPECIFIC CONTRACT	NUMBER OF OUT-OF-BALANCE ACRNS PRINT LIMIT (6A/N) - This field must contain blanks if SELECT A ACRNS LIMIT contains an X. Otherwise, this field is used to restrict printing of contracts which do not contain the number of accounting records indicated in the two range fields. The field is separated into two entries. The first entry is the lowest number of accounting records on the contracts to consider; the second is the highest number of accounting records to consider. When one limit is entered, both must be entered. Only numeric entries are acceptable. The second entry must be greater than or equal to the first entry. If no range of accounting records is required, leave both fields blank.
--	---

OUT-OF-BAL \$ AMOUNT LIMIT	OUT-OF-BALANCE DOLLAR AMOUNT PRINT LIMIT (8A/N) - Entry in this field will restrict the contracts printed to those with an out-of-balance dollar amount exceeding the dollar limit entered. Must leave blank if SELECT A SPECIFIC CONTRACT contains an X. May leave blank if a dollar limit is not to apply. When an entry is made, it must be numeric. Decimal points are not entered but are implied. The last two digits are cents positions and must be entered even on whole dollars. In other words enter 50000 for a limit of \$500.00 because 500 will be considered as \$5.00.
-------------------------------	---

DATA ELEMENTSPECIAL INSTRUCTIONS

UNDEFINITIZED/
MULTIPLE
ACRNS ONLINE
ITEMS
INDICATOR

UNDEFINITIZED/MULTIPLE ACRN INDICATOR (1A) - Enter an X if only those contracts with line item(s) indicating that the accounting record assignment has not yet been definitized (U) or that more than one accounting record applies to the line (9). If the accounting record assignment on the line is ZX, ZY or ZZ, the contract will also be reported. These are the Phase I codes for Undefinitized and/or Multiple accounting record assignment. This field must contain blanks if SELECT A SPECIFIC CONTRACT contains an X. Otherwise, it may contain an X or be blank.

ALL FIXED
PRICE NON-
SUBSISTENCE
CONTRACTS

FIXED PRICE EXCLUDING SUBSISTENCE INDICATOR (1A) - To indicate that only out-of-balance contracts which are Fixed Price types (A, B, C, J, K, L or M) except those which are subsistence should be reported, enter an X in this field. This field must be blank for specific contract requests (SELECT A SPECIFIC CONTRACT contains an X). When this restriction does not apply, leave this field blank.

ALL FIXED
PRICE
CONTRACTS

FIXED PRICE INCLUDING SUBSISTENCE INDICATOR (1A) - To indicate that only out-of-balance contracts which are Fixed Price types (A, B, C, J, K, L or M) including those which are subsistence should be reported, enter an X in this field. This field must be blank for specific contract requests (SELECT A SPECIFIC CONTRACT contains an X). When this restriction does not apply, leave this field blank.

PRODUCE AN
ABSTRACT FOR EACH
CONTRACT MEETING
ABOVE CRITERIA

ABSTRACT PRINT OPTION INDICATOR (1A) - When an abstract is required for every out-of-balance contract (specific contract requests do not apply), enter an X in this field. Must be blank if SELECT A SPECIFIC CONTRACT contains an X. Otherwise, the field may contain either an X or be blank.

d. MESSAGES:

HCI

BOTH LIMITS MUST BE ENTERED OR BOTH LIMITS MUST BE LEFT
BLANK

At least one of the positions in the NBR OUT-OF-BAL ACRNS LIMIT field must contain numerics. To indicate the number of accounting records on a contract to be reported both the lower and upper limits must be entered. In other words, if an out-of-balance contract with only 30 accounting records are to be reported, "030 030" must be entered in the NBR OUT-OF-BAL ACRNS LIMIT field (space is accomplished by system). Leave all characters blank if this type of limit is not to apply to the request. This field may not be selected if SELECT A SPECIFIC CONTRACT contains an X.

HC4 INVALID RANGE

The first entry in the NBR OUT-OF-BAL ACRNS LIMIT field (first three positions) exceeds the second entry (last three positions). This field is more fully explained in the input instructions above. Correct necessary entry. (Note: A space is provided by the system between each three position code.)

HC6 INVALID ZIP CODE FORMAT

The number of characters in the selection keys field (begins & ENTER) associated with the selection indicator (begins SELECT) which contains an X is incorrect. This field must contain five or nine numerics on a valid Canadian ZIP Code unless this field is completely blank. A Canadian ZIP Code is three alphanumerics, a space and five additional alphanumeric characters.

HXA MUST BE ENTERED FOR SELECTED OPTION

A selection option which requires a selection key (begins & ENTER) contain an X. The selection key where the cursor is located must be entered. Review instructions above for the selection option/key in error and correct as necessary.

HXB INVALID CAO CODE

The Contract Administration Office (CAO) code entered in the CAO selection field (& ENTER A CAO CODE) or in the CAO ORG CODE field has not been found on validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXC INVALID ACO CODE

An Administrative Contracting Officer (ACO) code has been entered in the ACO selection field (& ENTER AN ACOs CODE) which is not on validation table TB0096. Correct the entry as necessary. If the OTIS shop has not yet added the ACO code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXE INVALID CAGE

One of the contractor codes (CAGE) entered in the CAGES selection field (& ENTER UP TO 3 CAGES) does not exist on the address file. Correct the entry as necessary. If the MAF clerk or DLSC has not yet added the contractor code to the table, contact the MAF clerk through locally determined channels to determine what has caused the delay.

HXF DUPLICATE INQUIRY KEYS

When restricting out-of-balance contracts selected to those of a contractor or ZIP Code, the identical code may not be entered twice in the selection key field provided (& ENTER UP TO 3 CAGES or & ENTER UP TO 2 CODES). Inspection of the selection field input indicates that this has occurred (same code appears twice). Correct the field in error (cursor position).

HXG MUST BE X OR BLANK

An X or blank is the only acceptable entry in the ADDITIONAL LIMITATION fields. Correct the element at which the cursor is positioned.

HXI MUST BE ALPHABETIC AND/OR NUMERIC - MUST BE FILLED

When the user has requested that a specific contract be reported the PIIN and CAO ORG CODE must contain only alpha and/or numeric entries. Blanks are not permitted in either position when the user has requested that all contracts for a specific Contract Administration Office (CAO) or Administrative Contracting Officer (ACO) be considered by the inquiry report program. However, the required CAO or ACO selection field (& ENTER A CAO CODE or & ENTER AN ACO'S CODE respectively) contains other than alpha and/or numeric characters. Enter the required CAO or ACO code in the field at which the cursor is located. The CAO entered in this field must be in validation table TB0040. The ACO code entered in this field must be in validation table TB0096.

HXJ MUST BE NUMERIC

When a U.S. ZIP Code is entered in the ZIP Code selection field (& ENTER UP TO 2 CODES), all five or nine positions of the code entered must be numeric.

HXL MUST BE NUMERIC - MUST BE FILLED

Both parts of the OUT-OF-BAL \$ AMOUNT LIMIT field must contain all numerics when at least one position contains other than blanks. The element is divided into a lower then upper number of accounting records limit. See instructions above for more information. Correct the necessary limit. Also applies to positions 7 and 8 of the PIIN.

HXM MUST BE BLANK OR NUMERIC

The OUT-OF-BAL \$ AMOUNT LIMIT field must contain the numeric out-of-balance amount restriction or be entirely blank. Decimal points are not entered. However they are implied. This field must be entirely blank if SELECT A SPECIFIC CONTRACT contains an X. Refer to the instructions above for more specifics.

HXN MUST BE BLANK

When SELECT A SPECIFIC CONTRACT contains an X, none of the ADDITIONAL LIMITATION fields may contain other than blanks. The element in error is indicated by the cursor position. Input instructions above for all of these elements contain more specifics. Correct the necessary entry.

HXT INVALID PIIN, PIIN/SPIIN, PIIN/SPIIN/MOD

The contract or call/order number entered does not exist on the data base (PINS). This indicates that the requested number has not yet been abstracted by the district or MILSCAP. Correct the entry as necessary.

HX0 MUST BE ENTERED - CANNOT BE BLANK

REQUESTER and the appropriate selection key field for the request level selected (these field begin & ENTER) must contain an entry. The cursor should be positioned at the field in error. The instructions above should indicate the proper entry for the field in error. Correct as necessary.

HX5 SELECT AN OPTION

None of the selection options (all begin SELECT) contains an X. At least one of the selection options must be made (by entering an X). Select the necessary option.

HX6 SELECT ONLY ONE OPTION

Only one of the six available selection options (all begin SELECT) may contain an X. Currently two contain an X. Erase the unnecessary selection option. If two are required, two separate requests must be made.

HX7 SELECT BY ENTERING AN X

Only one of the selection options (all begin SELECT) contains an entry. However, something other than an X has been entered. Change the appropriate selection option to an X.

HX9 MUST BE BLANK - CANNOT BE ENTERED FOR OPTION SELECTED

A selection key (begins & ENTER) which pertains to a selection option other than the one selected (X'ed) contains data. Using the erase key (ERASE EOF), erase the entry in the field at which the cursor is located. If this selection is required, an X must be entered in the selection indicator field (begins SELECT) for this selection key (directly to left of field in error). Then the other selection option and selection key also entered must be erased. Only one selection option may be made for a request. Each selection option requires a separate request.

2.1.2.5 UNKN05 - CONTRACT REFERENCE LIST DELAYED INQUIRY REQUEST

a. GENERAL - This screen allows the user to request the Contract Reference List by TD (terminal digit) - UNMD140A - or the Contract Reference List by Organization - UNMD140B. The first report (UNMD140A) may be received for the entire district or a specific Administrative Contracting Officer (ACO). The second report is provided for a specific Contract Administration Office (CAO). Which report is provided is a function of the selection criteria entered in the inquiry type field. An activity date range may also be entered to limit the contracts reported to those which have had some activity during the specified range.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Reference List Delayed Inquiry Request, UNKN05.

```
*****
UNKN05                      CONTRACT REFERENCE LIST
CBUD:

      REQUESTER:              ROUTING CODE:      USER ID CODE:
                                      REQUEST DATE:

              INQUIRY TYPE:      (SELECT ONE OF FOLLOWING)
01 - PIIN TERMINAL DIGIT WHEN DATE RANGE ENTERED
02 - CAO ORGANIZATION CODE WHEN DATE RANGE ENTERED
03 - BOTH PIIN AND CAO ORG CODE WHEN DATE RANGE ENTERED
04 - PIIN TERMINAL DIGIT WITH NO DATE RANGE
05 - CAO ORGANIZATION CODE WITH NO DATE RANGE
    06 - BOTH PIIN AND CAO ORG CODE WITH NO DATE RANGE

      REQUEST LEVEL (SELECT ONE OF THREE WITH AN X)

SELECT FROM THE ENTIRE DISTRICT:
      SELECT FOR A SPECIFIC ACO:      AND ENTER THE ACO'S CODE:
      SELECT FOR A SPECIFIC CAO:      AND ENTER THE CAO CODE:

      DATE RANGE FOR INQUIRY TYPES 01 TO 03 ABOVE
      BEGINNING ACTIVITY DATE:      (YY MM DD)
      ENDING ACTIVITY DATE:      (YY MM DD)
```

```
*****
                        FIGURE 2-5
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
INQUIRY TYPE	INQUIRY TYPE (2A/N) - The inquiry type determines the sequence and content of the report being requested as follows:

<u>VALID INQUIRY TYPES</u>	<u>SEQUENCE</u>	<u>EXTENT OF DATA BASE REPORTED</u>
01	PIIN - TERMINAL DIGIT	REQUEST LEVEL & DATE RANGE
02	CAO ORG CODE	REQUEST LEVEL & DATE RANGE
03	BOTH PIIN & CAO ORG CODE	REQUEST LEVEL & DATE RANGE
04	PIIN - TERMINAL DIGIT	REQUEST LEVEL ONLY
05	CAO ORG CODE	REQUEST LEVEL ONLY
06	BOTH PIIN & CAO ORG CODE	REQUEST LEVEL ONLY

REQUEST LEVEL (SELECT ONE OF THREE WITH AN X):

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
SELECT FROM THE ENTIRE DISTRICT .	SELECT FROM ENTIRE DISTRICT INDICATOR (1A) - If all the contracts from the entire district are to be considered, enter an X in this field. Otherwise, select one of the other two possible selection indicators. This field must contain an X or be blank. At least one of the three selection indicators must contain an X.
SELECT FOR A SPECIFIED ACO	SELECT FOR A SPECIFIED ACO INDICATOR (1A) - If only contracts for a specified Administrative Contracting Officer (ACO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the ACO to be considered must be entered in the field provided to the right.
AND ENTER THE ACO'S CODE (ACO)	ADMINISTRATIVE CONTRACTING OFFICER'S CODE SELECTION (2A/N) - Enter the code of the Administrative Contracting Officer to be considered by the report program. This ACO code must be on validation table TB0096.
SELECT FOR A SPECIFIED CAO	SELECT FOR A SPECIFIED CAO INDICATOR (1A) - If only contracts for a specified Contract Administration Office (CAO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.
AND ENTER THE CAO CODE	CONTRACT ADMINISTRATION OFFICE CODE SELECTION (2A/N) - Enter the code of the Contract Administration Office (CAO) to be considered by the report program. This CAO code must be on validation table TB0040.

DATE RANGE FOR INQUIRY TYPES 01 TO 03 ABOVE

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
BEGINNING ACTIVITY DATE	BEGINNING CONTRACT ACTIVITY DATE (6A/N) - Users specify the beginning date to be used when requesting only those contracts which have had some activity during a time period. When inquiry types 01, 02 or 03 are selected, this date must be specified. A valid calander date in YYMMDD format must be entered. This date may not be greater than the ending date (entered in next field). For inquiry types 04, 05 and 06, the entire date field must be blank.
ENDING ACTIVITY DATE	ENDING CONTRACT ACTIVITY DATE (6A/N) - Users specify the ending date to be used when requesting only those contracts which have had some activity during a time period. When inquiry types 01, 02 or 03 are selected, this date must be specified. A valid calander date in YYMMDD format must be entered. This date may not be less than the beginning date (entered in previous field). For inquiry types 04, 05 and 06, the entire date field must be blank.

d. MESSAGES:

HH8	DATE RANGE INCOMPATIBLE WITH INQUIRY TYPE
	A date range may only be entered for inquiry types (INQUIRY TYPE) 01, 02 and 03. Change the inquiry type or erase the date range (ERASE EOF).
HH9	IF INQUIRY TYPE = 01, 02, or 03, DATES MUST BE ENTERED
	A date range must be entered for inquiry types (INQUIRY TYPE) 01, 02 and 03.
HXB	INVALID CAO
	The two position CAO organization code entered in AND ENTER THE CAO CODE must match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.
HXC	INVALID ACO
	The ACO code entered in the AND ENTER THE ACOS CODE field must match validation table TB0096. Correct the entry as necessary. If the OTIS shop has not yet added the ACOS code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXI MUST BE ALPHABETIC AND/OR NUMERIC - MUST BE FILLED

When SELECT FOR A SPECIFIC ACO or SELECT FOR A SPECIFIC CAO contains an X, the Administrative Contracting Officer's (ACO) code or Contract Administration Office (CAO) code must be entered in the selection key field to the right (AND ENTER THE). Only alpha and/or numeric entries are acceptable in the selection key field. The cursor will be located at the field in error. Correct as is necessary.

HXL MUST BE NUMERIC - MUST BE FILLED

When a date is entered in a date range field, all six positions must be numeric.

HXU INVALID MONTH (01-12)

The month is entered in positions 3 and 4 of the date field. A numeric month (01-12) is the required entry. (NOTE: Ignore the spaces provided by the system when counting positions.)

HXV INVALID DAY (INCOMPATIBLE WITH MONTH OR MONTH/YEAR)

Positions 5 and 6 of the date field contain the day. A valid numeric day (01-31 which is appropriate for the month entered in positions 3 and 4) must be entered. (NOTE: Ignore the spaces provided by the system when counting positions.)

HXW INVALID DATE RANGE

The BEGINNING ACTIVITY DATE exceeds the ENDING ACTIVITY DATE. Correct whichever date is necessary.

HX0 MUST BE ENTERED - CANNOT BE BLANK

Indicates that the REQUESTER field must contain an entry.

HX5 SELECT AN OPTION

None of the selection options (all begin SELECT) contains an X. At least one of the selection options must be made (by entering an X). Select the necessary option.

HX6 SELECT ONLY ONE

Only one of the three available selection options (all begin SELECT) may contain an X. Currently more than one contains an X. Erase the unnecessary selection option(s). If more than one are required, a separate request must be made for each additional option.

HX7 SELECT BY ENTERING AN X

One of the selection options (all begin SELECT) must contain an entry. Enter an X in the appropriate selection option.

2.1.2.6 UNKN15 AND UNKN16 - SELECTIVE ABSTRACT REQUEST

a. GENERAL - Users may request a hard copy of the Contract Abstract report, UNMD040D, for many contracts via this screen. When an abstract report is requested it may be requested for any combination of the seven segments shown. Many different selection criteria are allowed to determine which contracts are reported. Three types of sequences are allowed. Two screens are required for this inquiry request. The first allows the user to select the type of contracts to be reported. The second screen allows the user to select the extent of the data base to be inquired upon and the portions of the Contract Abstract report to be provided. (NOTE: The Requested Labor Relations report, UNMD120A may be requested via UNKN10, Industrial Labor Relations Contractor Status Report Request. This replaces inquiry type 15.)

b. SCREEN FORMAT - UNKN15 - The following is a sample screen format for the Selective Abstract - Inquiry Parameters Delayed Inquiry request, UNKN15.

```
*****
UNKN15          SELECTIVE ABSTRACT - INQUIRY PARAMETERS
CBUD:

          REQUESTER:          ROUTING CODE:          USER ID CODE:
          REQUEST DATE:

          PRIMARY/SECONDARY INQUIRY TYPE SELECTION CODES

01-COMMODITY CODE      10-IS/CMA          20-OVERAGE RNG      29-AWAIT HARD COPY
02-SPECIAL CONTR PVN  11-TYPE CONTRACTOR 21-ECD RANGE        30-DMS PREFIX CD
03-ACO CODED REMARKS  12-PROPTY ADMIN    22-KIND & TYPE      31-DMS PROGRAM CD
04-NON CLIN/ELIN PVN  13-ZIP CODES       23-KIND ONLY        32-PROD SURV CODE
05-BUYING ACTY 2 POS  14-CONTRACTOR      24-TYPE ONLY        33-SCTY CLSN CODE
06-BUYING ACTY 6 POS  16-PROCESS DT RNG  25-CAR SECTION      34-UNILATERAL IND
07-ADMINISTERED BY    17-FDD RANGE       26-ASSIGNMENT CD    35-SUPPORT & P.O.
08-ISSUED BY          18-EST FDD RANGE    27-CAR PAR          36-RSN DLAY CODE
09-DEPARTMENT CODES   19-FAD RANGE        28-VALUE ENG        37-1 POS I/A CODE

          PRIMARY INQUIRY TYPE:          PRIMARY INQUIRY KEYS:
          SECONDARY INQUIRY TYPE:        SECONDARY INQUIRY KEYS:
*****
```

FIGURE 2-6

c. SCREEN FORMAT - UNKN16 - The following is a sample screen format for UNKN16, Selective Abstract - Report Parameters.

```
*****
UNKN16                SELECTIVE ABSTRACT - REPORT PARAMETERS
CBUD:                 USER ID CODE:
    REQUESTER:        ROUTING CODE:        REQUEST DATE:

    REQUEST LEVEL (SELECT ONE OF THREE BELOW WITH AN X)
SELECT FROM THE ENTIRE DISTRICT:
    SELECT FOR A SPECIFIED ACO:        AND ENTER THE ACO CODE:
    SELECT FOR A SPECIFIED CAO:        AND ENTER THE CAO CODE:

    OUTPUT SEQUENCE INDICATOR:        (A - PIIN TD; B - CAGE; C -DATE)
    PAGE BREAK INDICATOR:        (ENTER X TO PAGE BREAK ON PIIN)
        ABSTRACT SELECTION CATEGORY
            ALL BUT SHIPMENT DATA (X IF APPLIES)
            CONTRACT DATA (X IF APPLIES)
            PROVISION DATA (X IF APPLIES)
            REMARKS DATA (X IF APPLIES)
            FINANCIAL DATA (X IF APPLIES)
            LINE & SCHEDULE DATA (X IF APPLIES)
            MODIFICATIONS DATA (X IF APPLIES)
            SHIPMENT DATA (MUST ENTER X IF YOU WANT
            SHIPMENT DATA EVEN IF ALL DATA X'ED.)
*****
```

FIGURE 2-7

d. INPUT INSTRUCTIONS:

The following instructions are for screen UNKN15.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRY TYPE

PRIMARY INQUIRY TYPE (2A/N) - The code entered in this field determines which type of contracts in the data base are to be considered when producing the report. A two position numeric code must be entered. Both positions must be entered. Acceptable codes are 01-14 and 16-37. These codes are explained in the appendices in part 15 of this manual.

PRIMARY
INQUIRY KEYS

PRIMARY INQUIRY KEYS (18A/N) - Entries in this field indicate the codes used to select the contracts which are to be reported for the primary inquiry type selected above. All entries must be left-justified. (Unless otherwise specified below, position 1 may not be blank.) Acceptable entries in this field are dependent upon the primary inquiry type selected as follows:

PRIMARY
INQUIRY
TYPEPRIMARY INQUIRY KEYS

- | | |
|----|--|
| 01 | Between one and nine valid commodity codes as listed in appendices in part 15 of this manual. (A1, 1A, 1B, 1C, A2, A3, A4, 4A, 4B, A5, A6, A7, A8, 8A, 8B, 8C, A9, B1, B2, B3, B8, B9, C2, C3, C8, C9, 9A, 9B, 9C, 9D, 9E, S1.) |
| 02 | Special Contract Provision codes shown in appendix part 15 of this manual are entered for inquiry type 02. From one to 17 codes may be entered. (A-H, J-N, P-R, and T.) |
| 03 | Up to nine Standard ACO Coded Remarks may be entered in this element for inquiry type 03. These remarks are two positions each (e.g., for code 09 the zero must also be entered) and are described in appendix part 15 of this manual. (01, 02, 03, 04, 05, 06, 07, 08, 09, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 26, 27, 29, 31, 32, 33, 34 , 35, 40, 41, 42, 43, 46, 49, 52, 53, 54, 55, 56, 60, 61, 62, 63, 64.) |
| 04 | Enter from 1 to 12 one position Non-CLIN/ELIN Payment provisions. Codes are explained in part 15 of this manual. (A, B, C, D, E, H, J, K, L, M, T, Z.) |
| 05 | Between 1 and 9 two position Buying Activity Codes must be entered for this inquiry type. |
| 06 | Up to 3 (at least one) six position Buying Activity Codes must be entered for this inquiry type. |

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 07 From 1 to 3 six position Administered By codes must be entered.
- 08 Enter from 1 to 3 six position Issued By codes for inquiry type 08.
- 09 Acceptable entries for inquiry type 09 are valid Department Codes. Up to 12 codes may be entered (at least one). Codes are explained in part 15 of this manual. (A, C, D, E, F, G, H, M, N, O, P, S.)
- 10 Between 1 and 9 two position Industrial Specialist (IS) or Contract Management Assistant (CMA) codes must be entered.
- 11 From 1 to 10 valid type of contractor codes must be entered. These codes are explained in part 15 of this manual. (A, **B, C, D, F, L, M, U, V, or Z.**)
- 12 Enter from 1 to 9 two position Property Administrator Codes for this inquiry type.
- 13 When inquiry type 13 is selected, users must enter one or two of the following:
- a. A five numeric position U.S. ZIP Code.
 - b. A seven position Canadian ZIP Code (pos. 1-3 and 5-7 alpha and/or numeric and 4 must be blank) or
 - c. A nine position numeric U.S. ZIP Code.
- 14 Up to three valid Contractor codes (CAGE or H8) may be entered. However, the code must be six positions. Therefore, the first position for each code is a blank (space bar).
- 15 See UNKN10, Industrial Labor Relations Contractor Status Report Request.
- 16-21 When these inquiry types are selected, a maximum of 2 seven position calendar dates (YYMMDD) may be entered. Each date must be preceded by one of the following indicators:

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRY
TYPEPRIMARY INQUIRY KEYS

a. P for dates equal to or greater than the related date entered here,

b. M for dates equal to or less than the related date entered here,

c. Blank (space bar) for dates equal to the related date entered here or

d. R in front of both dates to indicate a date range.

- 22 Enter up to nine (at least one) of the two position Kind and Type of Contract Codes explained in part 15 of this manual. Each two position code will consist of the Kind of Contract Code followed by the Type of Contract Code. (Kind - 1, 2, 3, 5, 6, 7, 8, 9, 0.) (Type - A, B, C, J, K, L, M, S, T, U, V, W, R, Y, Z, BLANK (SPACE BAR).)
- 23 From one to nine valid Kind of Contract codes (see Kind in 22 above) must be entered. These codes are explained in part 15 of this manual.
- 24 Enter from one to nine valid Type of Contract codes (see Type in 22 above). These codes are explained in part 15 of this manual.
- 25 Valid Contract Administration Report (CAR) Section Numbers are entered (from 1 to 5) for this inquiry type. Only codes 1 - Active, 2 - Physically Complete, 3 - Litigation, 4 - Financial and 5 - Closed in current month may be used.
- 26 From one to four valid Contract Assignment Codes are entered. Acceptable codes are P - Primary Contract Administration Responsibility, G - Payment Only, S - Support Administration of Prime Contracts and T - Support Administration of Subcontracts.
- 27 Up to of the CAR Part Number Codes A - ACO review, B - Automatic final closing due final payment and C - Support Administration.

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 28 Enter at least one of the two acceptable Value Engineering Clause Codes, V or Y to receive contracts which indicate these clauses are applicable. Only two entries are possible.
- 29 This inquiry type provides MILSCAP transmitted contracts and modifications which are awaiting hard copy (A) or for which hard copy has been received (R). Either one or both types of MILSCAP contracts may be requested by entering one or both codes (A and/or R).
- 30 Enter from one to four of the valid Defense Material System Rating Prefix Codes as described in part 15 of this manual. (DO, DX, 9 + BLANK (space bar) or N + BLANK (space bar).)
- 31 Between 1 and 9 two position Defense Material System Rating Program Identification codes may be entered. Codes are described in part 15 of this manual. (A1, A2, A3, A4, A5, A6, A7, B1, B5, B7, B8, B9, C2, C3, C4, C5, C6, C8, C9, D1, D2, D3, D4, D5, D6, D7, D8, D9, E1, E2, E3, E4, K1, AM, FC.)
- 32 From one to eight Production Surveillance Category codes may be entered (at least one). Acceptable codes are explained in part 15 of this manual. (1, 2, 3, 5, 6, 7, 8, 9.)
- 33 Indicate which Security Classification Code is to be reported U - Unclassified contracts or C - Classified contracts. If both types are to be reported, enter both codes.
- 34 If only unilateral contracts (Unilateral code of U recorded) are to be reported, enter a U in the inquiry keys field. Otherwise, leave blank for bilateral contracts.
- 35 To receive abstracts for a support or payment only contracts enter from one to six of the Functional Limitation codes. Codes are explained in part 15 of this manual. (1, 2, 3, 4, 5, 6.)

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 36 In order to receive abstracts for contracts containing specified reasons for delayed contract closing codes, enter from 1 to 9 of the acceptable codes preceded by a blank. For this inquiry type, position one must be a blank and position two must contain one of the acceptable codes. Codes are explained in part 15 of this manual. (A-H, J-N, P-Z, 1-9.)
- 37 Enter from 1 to 15 of the valid one position Inspection/Acceptance codes. These codes are explained in part 15 of this manual. (1, 2, 3, 4, 5, 6, 7, 8, 9, B, C, D, K, L, N.)

SECONDARY
TYPE

SECONDARY INQUIRY TYPE (2A/N) - In order to further restrict the contracts reported, enter one of the 36 secondary inquiry type codes. These codes correspond to the Primary Inquiry Type codes described above. The entry in this field may not match the Primary Inquiry Type selected. If no additional restrictions are to be applied, leave this field blank (and Secondary Inquiry Keys below blank).

SECONDARY
KEYS

SECONDARY INQUIRY KEYS (18A/N) - These codes are related to the Secondary Inquiry Type selected in the same way the Primary Inquiry Keys are related to the Primary Inquiry Type. Input instructions are the same.

REQUEST
LEVEL

(SELECT ONE OF THREE BELOW WITH AN X)

SELECT FROM
THE ENTIRE
DISTRICT

SELECT FROM ENTIRE DISTRICT INDICATOR (1A) - If all the contracts from the entire district are to be considered, enter an X in this field. Otherwise, select one of the other two possible selection indicators. This field must contain an X or be blank. At least one of the three selection indicators must contain an X.

SELECT FOR A
SPECIFIED
ACO

SELECT FOR A SPECIFIED ACO INDICATOR (1A) - If only contracts for a specified Administrative Contracting Officer (ACO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the ACO to be considered must be entered in the field provided to the right.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
AND ENTER THE ACO CODE	ADMINISTRATIVE CONTRACTING OFFICER'S CODE SELECTION (2A/N) -Enter the code of the Administrative Contracting Officer(ACO) to be considered by the report program. This ACO code must be on validation table TB0096.
SELECT FOR A SPECIFIED CAO	SELECT FOR A SPECIFIED CAO INDICATOR (1A) - If only contracts for a specified Contract Administration Office (CAO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.
AND ENTER THE CAO - CODE	CONTRACT ADMINISTRATION OFFICE CODE SELECTION (2A/N) Enter the code of the Contract Administration Office (CAO) to be considered by the report program. This CAO code must be on validation table TB0040.
OUTPUT INDICATOR SEQUENCE	OUTPUT SEQUENCE INDICATOR (1A) - The entry in this field indicates how the contracts to be reported are to be sequenced within the report. The entries in this field are dependent upon the Primary Inquiry Type selected. Applicable codes are A - PIIN Terminal Digit sequence, B - Contractor Code (CAGE) sequence and C - ascending date sequence (applies to types 16-21 only). When inquiry types 1-14 or 22-37 are selected, the entry in this field must be A or B only. Any of the applicable codes are allowed for inquiry types 16-21.
PAGE BREAK INDICATOR	PAGE BREAK BY CONTRACT INDICATOR (1A) - Enter an X in this field if the inquiry response is to be page broken for each contract (PIIN) reported. Otherwise, leave blank.
ALL BUT SHIPMENT DATA (X IF APPLIES)	ALL CONTRACT ABSTRACT DATA SELECTION INDICATOR (1A) - Enter an X when all the segments of the abstract (except shipment data) are to be reported. (NOTE: Shipment Data must be specifically requested to be received no matter which other selections are made.) May not contain any entry other than an X or blank.
CONTRACT DATA (X IF APPLIES)	CONTRACT DATA LEVEL CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Contract Data reported, an X must be entered in this field. Otherwise, must be blank.
PROVISION DATA (X IF APPLIES)	PROVISION DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Provisions Data reported, an X must be entered in this field. Otherwise, must be blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
REMARKS DATA (X IF APPLIES)	REMARKS DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Remarks Data reported, an X must be entered in this field. Otherwise, must be blank.
FINANCIAL DATA (X IF APPLIES)	FINANCIAL DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) -If All Data have not been requested and the user would like the Financial Data reported, an X must be entered in this field. Otherwise, must be blank.
LINE & SCHEDULE DATA (X IF APPLIES)	LINE AND SCHEDULE DATA CONTRACT ABSTRACT SELECTION INDICATOR(1A) - If All Data have not been requested and the user would like the Line Item and Schedule Data reported, an X must be entered in this field. Otherwise, must be blank.
MODIFICATIONS DATA (X IF APPLIES)	MODIFICATIONS DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Modification Data reported, an X must be entered in this field. Otherwise, must be blank.
SHIPMENT DATA (MUST ENTER X IF YOU WANT SHIPMENT DATA EVEN IF ALL DATA X'ED)	SHIPMENT DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) In order to receive shipment data on the requested abstracts, enter an X in this field. Selecting ALL DATA will not include Shipment Data. Otherwise, must be blank.

d. MESSAGES:

HAI	OUTPUT SEQUENCE INDICATOR INCOMPATIBLE WITH PRIMARY INQUIRY The entry in the OUTPUT SEQUENCE INDICATOR field is not valid for the type of inquiry selected. A C may not be selected for any Primary Inquiry Types other than 16 - 21. Codes A and B may be used for Primary Inquiry Types 01-14 and 16-37.
HAZ	IS AN INVALID KEY The code entered in the primary or secondary inquiry keys field (whichever is highlighted) is incorrect. Refer to the instructions for the appropriate field above. Correct as necessary.
HA3	INQUIRY KEYS INCOMPATIBLE WITH INQUIRY TYPE The entry in the highlighted inquiry keys field is incorrect. Either the field requires an entry of other than blanks or the number of positions which can contain characters other than blanks has been exceeded. For example, type 02 has only 15 valid Special Contract

Provisions which apply. Therefore, only the first 15 positions of the inquiry keys field may contain other than blanks. Positions 16-18 must be blank. Carefully review the inquiry type and keys entered versus the instructions and correct as necessary. This message may apply to the Primary or Secondary Inquiry Keys field.

HA4 DUPLICATE INQUIRY TYPES

The entry in the SECONDARY INQUIRY TYPE matches the PRIMARY INQUIRY TYPE. This is not acceptable. If no further restrictions to the contracts to be reported are necessary, leave the Secondary Inquiry Type and Keys both blank.

HA5 INVALID PRIMARY INQUIRY TYPE

Acceptable entries to the PRIMARY INQUIRY TYPE are 01-14 and 16-37. Both positions of the code must be entered (e.g., enter the zero in 01). Correct as necessary.

HA6 INVALID SECONDARY INQUIRY TYPE

Acceptable entries to the SECONDARY INQUIRY TYPE are 01-14 and 16-37. Both positions of the code must be entered (e.g., enter the zero in 01). Correct as necessary.

HXA MUST BE ENTERED FOR SELECTED OPTION

A selection option which requires a selection key (begins and ENTER) contains an X. The selection key where the cursor is located must be entered. Review instructions above for the selection option/key in error and correct as necessary.

HXB INVALID CAO

When the SELECT FOR A SPECIFIED CAO contains an X to request contracts in a specific Contract Administration Office (CAO), the code in AND ENTER THE CAO CODE must match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXC INVALID ACO

SELECT FOR A SPECIFIED ACO contains an X to request contracts for a specific Administrative Contracting Officer (ACO). The two position code is supposed to represent an Administrative Contracting Officer (ACO). However, the code entered on this screen does not match validation table TB0096. Correct the entry as necessary. If the OTIS shop has not yet added the ACOs code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXF DUPLICATE KEYS

One of the six position inquiry keys within the highlighted field is duplicated. DoDAACs or H8s may not be requested twice.

HXG MUST BE X OR BLANK

The only acceptable entries in the selection indicators is an X or a blank. Selection indicators include ALL BUT SHIPMENT DATA, CONTRACT DATA, PROVISION DATA, REMARKS DATA, FINANCIAL DATA, LINE & SCHEDULE DATA, MODIFICATIONS DATA or SHIPMENT DATA.

HXS IF ALL DATA SELECTED, NO OTHERS PERMITTED EXCEPT SHIPMENT

When an X has been entered in the ALL BUT SHIPMENT DATA selection indicator, all other selection indicators except SHIPMENT DATA must be left blank.

HX0 MUST BE ENTERED, CANNOT BE BLANK

REQUESTER and PRIMARY INQUIRY TYPE must contain alphanumeric entries. PRIMARY INQUIRY KEYS must contain an entry as described in the instructions above when PRIMARY INQUIRY TYPE contains other than 34. SECONDARY INQUIRY KEYS must contain an entry as described above if SECONDARY INQUIRY TYPE contains other than blanks or 34. The cursor should be positioned at the field in which the error has occurred. Review instructions for the field in error and correct as necessary.

HX5 SELECT AN OPTION

This message applies to the selection options or the abstract selection categories. Determine which type of field is in error by the cursor location. If none of the selection options (all begin SELECT) contains an X, an X must be entered in at least one of them. Select the necessary option. In order to indicate which portions of the Contract Abstract are to be provided, an X must be entered in at least one of the Abstract Selection Categories - ALL BUT SHIPMENT DATA, CONTRACT DATA, PROVISION DATA, REMARKS DATA, FINANCIAL DATA, LINE & SCHEDULE DATA, MODIFICATIONS DATA or SHIPMENT DATA.

HX6 SELECT ONLY ONE OPTION

Only one of the three available selection options (all begin SELECT) may contain an X. Currently two or more contain an X. Erase the unnecessary selection option(s). If two or more are required, a separate request must be made for each option.

HX7

SELECT BY ENTERING AN X

One of the selection options (all begin SELECT) contains an entry but it is not an X. At least one of the three options shown must be selected. Enter an X in the appropriate selection option.

HX9

MUST BE BLANK - CANNOT BE ENTERED FOR OPTION SELECTED

A selection key (begins AND ENTER) which pertains to a selection option other than the one selected (X'ed) contains data. Using the erase key (ERASE EOF), erase the entry in the field at which the cursor is located. If this selection is required, an X must be entered in the selection indicator field (begins FROM or FOR) for this selection key (directly to left of field in error). Then the other selection option and selection key also entered must be erased. Only one selection option may be made for a request. Each selection option requires a separate request.

2.1.2.7 UNKN20 - CONTRACT ABSTRACT DELAYED INQUIRY REQUEST

a. GENERAL - Users may request a hard copy of the Contract Abstract report, UNMD040D via this screen. The inquiry is requested for a single contract (PIIN/CALL). It may be requested for any combination of the eight segments of the Contract Abstract report Contract Data, Contract Provisions, Contract Remarks, Financial Data, Line Item/Schedule Data, Applied Modifications or Shipment Data, or Notebook Data.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Abstract Delayed Inquiry request, UNKN20.

```
*****
UNKN20                      CONTRACT ABSTRACT
CBUD:                      USER ID CODE:
REQUESTER:                 ROUTING CODE:   REQUEST DATE:

PIIN:                      SPIIN:          ORG CODE:
RGS CODE:                 OFFICE SYMBOL:

      ABSTRACT SELECTION CATEGORY
      (X IF APPLIES)

SHIPMENT DATA
ALL OTHER DATA
      CONTRACT DATA
      PROVISION DATA
      REMARKS DATA
      FINANCIAL DATA
      LINE & SCHEDULE DATA
      MODIFICATIONS DATA

NOTEBOOK DATA
      PROG PAY DATA
      BVN DATA
      CLIN/ELIN DATA
      ACO REMARKS DATA
```

FIGURE 2-8

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number of the document to be reported. All 13 positions must contain data as follows: <ul style="list-style-type: none"> a. Positions 1-6 and positions 9-13 must be alpha and/or numeric. b. Positions 7 and 8 must be numeric.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the call/order number and/or modification number as applicable. When a modification number is entered, only the Modification Data Segment of the Contract Abstract will be provided. To obtain a basic contract along with all calls/orders, enter XXXX in the first four positions of the SPIIN.
ORG CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Must enter the two position code to which the document being requested is assigned for administration. Only alpha and/or numeric characters are acceptable. The code entered must match validation table TB0040.
RGS CODE	READING GROUP SPECIALIST CODE (2A/N) - No entry is required in this field. If an entry is made it must consist of two alpha and/or numeric characters. (NOTE: I suspect this code is used by the program producing the hard copy report to extract the one position Organization Routing Code from the CDIS T table. Abstracts are normally sorted by the one position code not the two position code in the routing code (RTG-CD)).
OFFICE SYMBOL	OFFICE SYMBOL (3A/N) - Used to indicate the office to which the abstract is to be delivered after printing. Entry is not required. However, when entered the field must contain up to 3 alphabetic characters (left-justify).
ABSTRACT SELECTION CATEGORY:	
ALL BUT SHIPMENT DATA (X IF APPLIES)	ALL CONTRACT ABSTRACT DATA SELECTION INDICATOR (1A) - Enter an X when all the segments of the abstract (except shipment data) are to be reported. (NOTE: Shipment Data must be specifically requested to be received no matter which other selections are made.) May not contain any entry other than an X or blank.

DATA ELEMENTSPECIAL INSTRUCTIONS

CONTRACT DATA (X IF APPLIES)	CONTRACT DATA CONTRACT ABSTRACT SELECTION INDICATOR - (1A) - If All Data have not been requested and the user would like the Contract Data reported, an X must be entered in this field. Otherwise, must be blank.
PROVISIONS DATA (X IF APPLIES)	PROVISION DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and user would like the Provisions Data report, an X must be entered in this field. Otherwise, must be blank.
REMARKS DATA (X IF APPLIES)	REMARKS DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Remarks Data reported, an X must be entered in this field. Otherwise, must be blank.
FINANCIAL DATA (X IF APPLIES)	FINANCIAL DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Financial Data report, an X must be entered in this field. Otherwise, must be blank.
LINE & SCHEDULE DATA (X IF APPLIES)	LINE AND SCHEDULE DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Line Item and Schedule Data report, an X must be entered in this field. Otherwise, must be blank.
MODIFICATIONS DATA (X IF APPLIES)	MODIFICATIONS DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) - If All Data have not been requested and the user would like the Modification Data reported, an X must be entered in this field. Otherwise, must be blank.
SHIPMENT DATA (MUST ENTER X IF YOU WANT SHIPMENT DATA EVEN IF ALL DATA X'ED.)	SHIPMENT DATA CONTRACT ABSTRACT SELECTION INDICATOR (1A) -In order to receive Shipment Data on the requested abstract, an X must be entered in this field. Otherwise, must be blank. Shipment Data selection is not provided when ALL DATA are selected.
NOTEBOOK DATA (X IF APPLIES)	NOTEBOOK DATA ABSTRACT SELECTION INDICATOR (1A) - If All Data has been requested and the user would like all of the Notebook Data reported, an X must be entered in this field. Otherwise, must be blank.
PROG PAY DATA (X IF APPLIES)	PROGRESS PAYMENT NOTEBOOK DATA ABSTRACT SELECTION INDICATOR (1A) - If All Data has been requested and the user would like the Progress Payment Special Payment Instructions reported, an X must be entered in this field. Otherwise, must be blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
BVN DATA (X IF APPLIES)	BUREAU VOUCHER (BVN) NOTEBOOK DATA ABSTRACT SELECTION INDICATOR (1A) - If All Data has been requested and the user would like the BVN Special Payment Instructions reported, an X must be entered in this field. Otherwise, must be blank.
CLIN/ELIN DATA (X IF (APPLIES)	CLIN/ELIN NOTEBOOK DATA ABSTRACT SELECTION INDICATOR (1A) - If All Data has been requested and the user would like the CLIN/ELIN Special Payment Instructions reported, an X must be entered in this field. Otherwise, must be blank.
ACO REMARKS DATA (X IF APPLIES)	ACO NOTEBOOK REMARKS DATA ABSTRACT SELECTION INDICATOR (1A) - If All Data has been requested and the user would like ACO Special Administrative Remarks data reported, an X must be entered in this field. Otherwise, must be blank.
d. MESSAGES:	
HBB	MUST BE 4-POS. SPIIN OR 6-POS. SPIIN/MOD When an entry is made in the SPIIN field, it must contain the four position call/order number, the six position CALL/Order/modification number or a six position modification number. Correct the entry as necessary.
HXB	INVALID CAO CODE When an entry is made in the Contract Administration Office (CAO) code field (ORG CODE), it must match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization table, contact OTIS through your supervisor to determine what has caused the delay.
HXG	MUST BE X OR BLANK The only acceptable entries in the selection indicators is an X or a blank. Selection indicators include ALL BUT SHIPMENT DATA, CONTRACT DATA, PROVISION DATA, REMARKS DATA, FINANCIAL DATA, NOTEBOOK DATA, PROG PAY DATA, BVN DATA, CLIN/ELIN DATA or ACO REMARKS DATA.
HXH	IF ENTERED, MUST BE ALPHABETIC AND/OR NUMERIC All entries to the SPIIN field must contain only alphabetic and/or numeric characters. Blanks (except in entire field or last two positions) and special characters are not allowed.

HXI MUST BE ALPHABETIC AND/OR NUMERIC-MUST BE FILLED

When an entry has been made in the Reading Group Specialist Code field (RGS CODE), the entire field must contain alpha and/or numeric entries (no blanks). ORG CODE and PIIN may not contain blanks. The cursor should be positioned at the field in which the error has occurred. Review instructions above for the element in error and correct as necessary. (NOTE: Ignore the spaces provided by the system.)

HXJ MUST BE NUMERIC

Positions 7 and 8 of the PIIN field must be numerics (fiscal year). Review Entry and correct as necessary. (NOTE: Ignore the spaces provided by the system when counting positions.)

HXK IF ENTERED, MUST BE ALPHABETIC

When an entry is made in the OFFICE SYMBOL field, it must be alphabetic beginning in the left most position of the field. Blanks are acceptable following the entry; however, they may not be imbedded within the office symbol entered. (NOTE: TO ERASE THE ENTRY, USE THE ERASE EOF KEY NOT SPACE BARS.)

HXS IF ALL DATA SELECTED, NO OTHERS PERMITTED EXCEPT SHIPMENT

When an X has been entered in the ALL BUT SHIPMENT DATA selection indicator, all other selection indicators except SHIPMENT DATA must be left blank.

HXT INVALID PIIN, PIIN/SPIIN OR PIIN/SPIIN/MOD

The requested contract is not in the contract administrative data base or the requested contract modification (when SPIIN contains a modification number) is not in the inventory file.

(NOTE: At present the match is not to ORG CODE. Therefore, the request will provide a negative report if the ORG CODE entered is not the correct code for the contract.)

HX0 MUST BE ENTERED-CANNOT BE BLANK

REQUESTER, ORG CODE, and PIIN must all contain alphanumeric entries. For ORG CODE and PIIN the entry must begin in the left most position of the respective field. ORG CODE and PIIN may not contain blanks. The cursor should be positioned at the field in which the error has occurred. Review and correct as necessary. (NOTE: Ignore the spaces provided by the system.)

HX7

SELECT BY ENTERING AN X

In order to indicate which portions of the Contract Abstract are to be provided, an X must be entered in at least one of the Abstract Selection Categories - ALL BUT SHIPMENT DATA, CONTRACT DATA, PROVISION DATA, REMARKS DATA, FINANCIAL DATA, LINE & SCHEDULE DATA, MODIFICATIONS DATA or SHIPMENT DATA, NOTEBOOK DATA, PROG PAY DATA, BVN DATA, CLIN/ELIN DATA or ACO REMARKS DATA.

2.1.2.8 UNKN25 - CONTRACT STATISTICS DELAYED INQUIRY REQUEST

a. GENERAL - This inquiry request produces the Contract Statistics report, UNMD070A, which is a listing of the Updated Contract Level Master File.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Statistics delayed inquiry request screen, UNKN25.

```
*****
UNKN25                      CONTRACT STATISTICS
CBUD:

                        USER ID CODE:
                        REQUEST DATE:
                        ROUTING CODE:

                        REQUESTER:
                        (ENTER UP TO 5 CHARACTERS THAT IDENTIFY WHO
                         IS TO RECEIVE THIS REQUESTED REPORT.)
*****
```

FIGURE 2-9

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

d. MESSAGES:

HXO MUST BE ENTERED-CANNOT BE BLANK

At least one printable (alphanumeric) character must be entered in REQUESTER. At least one character is required.

2.1.2.9 UNKA35 - CONTRACT DATA REQUESTS

a. GENERAL - This menu allows the user to select one of three Contract Data Delayed Inquiries - Closed History, New Contracts and Contractor Status List. Each of these requests is described in detail in the sections following this menu.

b. SCREEN FORMAT - The following is a sample screen format for the Contract Data Requests menu, UNKA35.

UNKA35

CONTRACTS DATA REQUESTS

CLOSED HISTORY.....A
NEW CONTRACTS.....B
CONTRACTOR STATUS LISTS.....C
COMPUTER BASED USER DOCUMENTATION.....D
TERMINATE THIS FACILITY.....PA2

FUNCTION:
ROUTING CODE:
USER ID CODE:
REQUEST DATE:

FIGURE 2-10

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1A) - Users indicate which delayed inquiry request is required by entering the applicable letter for the request - A for Closed History, B for New Contracts and C for Contractor Status List. Additional online information/instructions are available when function D is selected.
<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.

d. MESSAGES:

HX1 INVALID FUNCTION ENTERED

Only alphabetic function selections may be made on this menu. Acceptable entries are A - D only. Correct the function selected.

HX4

SELECT A VALID FUNCTION

No entry or an invalid entry has been made in the Function field. An alphabetic entry must be made in this field. Even CBUD now requires an entry (of a D in this case). Please make the necessary selection.

a. GENERAL - This delayed inquiry request provides a list of contracts closed during the current month (since last month end cycle) for a specified Contract Administration Office (CAO) or by the district. A date range is also entered in order to limit the closed contracts to be reported to a specified period. Report UNMD370A and UNMD370B are provided for this request. The online Closed History File Inquiry is replaced by this delayed inquiry request.

REQUESTER: ROUTING CODE: REQUEST DATE:

SELECT FROM THE ENTIRE DISTRICT:

SELECT FOR A SPECIFIED CAO: AND ENTER THE CAO CODE:

CLOSING DATE RANGE

BEGINNING CLOSE DATE: (YY MM DD REQUIRED)

ENDING CLOSE DATE: (YY MM DD REQUIRED)

FIGURE 2-12

C. INPUT INSTRUCTIONS:

2-1-44

DATA ELEMENTSPECIAL INSTRUCTIONS

REQUESTER

REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

REQUEST DATE

REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.

ROUTING CODE

ROUTING CODE (2A/N) - The Routing Code is carried forward from the initial delayed inquiry selection menu. No input is required.

REQUEST LEVELS (SELECT ONE OF TWO WITH AN X)

SELECT FROM ENTIRE DISTRICT INDICATOR (1A) - If all the closed contracts from the entire district are to be reported, enter an X in this field. Otherwise, the other request level must be selected. This field must be blank or contain an X.

SELECT FOR A SPECIFIED CAO (1A) - If all closed contracts for a specific CAO are to be reported, enter an X in this field. Otherwise, the other request level must be selected. This field must be blank or contain an X.

AND ENTER THE CAO CODE (2A/N) - Enter the CAO code of the Contract Administration Office to be considered by the report program. The CAO Code must be on validation table TB0040.

CLOSING DATE RANGE

BEGINNING CLOSE
DATE

BEGINNING DATE (6A/N) - A date range must be specified on this request. Must enter a valid calendar date as follows:

Positions 1 and 2 - Last two positions of the year (numerics).

Positions 3 and 4 - Numeric equivalent of the month 01 - 12 (zero must be entered).

Positions 5 and 6 - A valid day within the specified month - 01 to 31 are possible.

DATA ELEMENT

SPECIAL INSTRUCTIONS

ENDING CLOSE
DATE

The beginning date entered may not exceed the request date or the ending date (if one is entered).

ENDING DATE (6A/N) - An ending date must always be entered. Enter a valid calendar date as follows:

Positions 1 and 2 - Last two positions of the year (numerics).

Positions 3 and 4 - Numeric equivalent of the month 01 - 12 (zero must be entered).

Positions 5 and 6 - A valid day within the specified month - 01 to 31 are possible.

The ending date entered may not exceed the request date and must be greater than the beginning date entered.

d. MESSAGES:

HXB INVALID CAO

The Contract Administration Office (CAO) code entered must match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXL MUST BE NUMERIC-MUST BE FILLED

All positions of the BEGINNING CLOSE DATE and ENDING CLOSE DATE must contain numeric characters. Zeros must be entered for years, months and days less than 10. (Note: Ignore the spaces provided by the system.)

HXU INVALID MONTH (01-12)

Months must be entered as numerics 01 to 12. The zero must be entered for 01-09. The BEGINNING CLOSE DATE and ENDING CLOSE DATE must always contain data. (Note: Ignore the spaces provided by the system.)

HXV INVALID DAY (INCOMPATIBLE WITH MONTH OR MONTH/YEAR)

The day entered must be 01-31. It must be a valid day for the month specified. The zero must be entered for days 01-09. A BEGINNING CLOSE DATE and ENDING CLOSE DATE must always be entered. (Note: Ignore spaces provided by the system.)

HXW INVALID DATE RANGE

THE BEGINNING CLOSE DATE exceeds the ENDING CLOSE DATE. Correct the appropriate date.

HXY IF ENTERED-MUST BE NUMERIC AND MUST BE FILLED

A BEGINNING CLOSE DATE and ENDING CLOSE DATE must be entered. The entire field must contain numerics only. Spaces are not acceptable. (Note: Ignore the spaces provided by the system.)

HX0 MUST BE ENTERED; CANNOT BE BLANK

REQUESTER, BEGINNING CLOSE DATE and ENDING CLOSE DATE must contain an entry. The entry in BEGINNING CLOSE DATE and ENDING CLOSE DATE must begin in the left most position of the field. Review instructions for the element in error (cursor location and highlighted) and correct as necessary. (Note: Ignore the spaces provided by the system.)

2.1.2.11 UNKN38 - NEW CONTRACTS RECEIPTS

a. GENERAL - This delayed inquiry request screen allows the user to request a list of all new contracts established in the system. A new contract for this delayed inquiry is one which has been fully abstracted not just entered into backlog. Parameters may be entered to limit the response. Only a list is provided. A full or partial abstract is not available. Reports UNWN380A - New Contract Receipts (District Wide) or UNMD380B - New Contract Receipts by CAO are the reports provided for valid requests.

b. SCREEN FORMAT - The following is a sample screen format for the New Contract Delayed inquiry request, UNKN38.

```
*****
UNKN38                NEW CONTRACT RECEIPTS
CBUD:

                                USER ID CODE:

                                REQUEST DATE:

                                ROUTING CODE:

                                REQUESTER:      (ENTER UP TO 5 CHARACTERS
                                                THAT IDENTIFY WHO IS TO
                                                RECEIVE THE REQUESTED
                                                REPORT.)

                                OFC SYMBOL

                                CAO ORG CODE:      (OPTIONAL)
```

FIGURE 2-13

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
OFC SYMBOL	OFFICE SYMBOL (14A/N) - Enter the office symbol for the area in which you work. This field assists in the routing of the report.
CAO ORG CODE	CONTRACT ADMINISTRATION OFFICE (CAO) CODE (2A/N) - When only those contracts for a specific CAO are to be considered in producing the report, enter the alphabetic and/or numeric CAO code for the organization to which these contracts are assigned for administration. The code entered must match validation table TB0040. Blanks are not acceptable unless both positions contain blanks. Special characters are not permitted at all.

d. MESSAGES:

HXB	INVALID CAO The Contract Administration Office (CAO) Code entered in the CAO ORG CODE field does not match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.
HXI	MUST BE ALPHABETIC AND/OR NUMERIC - MUST BE FILLED When a CAO ORG CODE is entered, both positions must be alphabetic and/or numeric (no blanks).
HXL	MUST BE NUMERIC-MUST BE FILLED All positions of the BEGINNING RECEIPT DATE must contain numeric characters. Zeros must be entered for years, months and days less than 10. (Note: Ignore the spaces provided by the system.)

2.1.2.12 UNKN39 - CONTRACTOR STATUS LIST

a. GENERAL - This inquiry will produce a report which will display all the active contracts which have delinquent line items and the status of each. For those delinquent line items, the date delinquent, reason for delay, forecast date and production surveillance code are reported. This user requests the CAGE of the contractor for which the report is to be produced.

b. SCREEN FORMAT - The following is a sample screen format for Contractor Status List.

UNKN39

CONTRACTOR STATUS LIST

CBUD:

USER ID CODE:

REQUEST DATE:

ROUTING CODE:

REQUESTER: (ENTER UP TO FIVE CHARACTERS
THAT IDENTIFY WHO IS TO
RECEIVE THE REQUESTED REPORT)

CAGE: (ENTER THE FIVE POSITION
CONTRACTOR/48 CODE)

FIGURE 2-14

c. INPUT INSTRUCTIONS - All fields are system generated with the exception of the CAGE field which must be input by the user.

DATA ELEMENT

SPECIAL INSTRUCTIONS

REQUESTER

REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be routed. Entries to this field must be made with any printable characters being permitted. The field does not have to entirely filled but at least one position must contain a printable character.

CAGE

COMMERICAL AND GOVERNMENT ENTITY (5A/N) - Enter a valid CAGE for which the inquiry is requested. Must match the ADRS.

d. MESSAGES:

HXE

The CAGE entered must match the Activity Address File (ADRS).

2.1.2.13 UNKN40 - MASTER INVENTORY DELAYED INQUIRY REQUEST

a. GENERAL - This screen allows the user to request that the Master Inventory List UNMD060A be printed for the next work day. This report contains a list of all contracts and modifications in the mechanized system, both prime and support administration, processed and unprocessed from the time of entry until up to eight months after the day on which the contract closed. Inquiry levels include inventory for the entire district, a Contract Administration Office, an ACO or a contract (PIIN).

b. SCREEN FORMAT - The following is a sample screen format for the Master Inventory delayed inquiry request screen, UNKN40.

```
*****
UNKN40                      MASTER INVENTORY LIST
CBUD:                      USER ID CODE:

REQUESTER:                 ROUTING CODE:                 REQUEST DATE:

REQUEST TYPE (SELECT ONE OF THE 4 BELOW WITH AN X)

SELECT THE ENTIRE DISTRICT:

SELECT A SPECIFIC CAO:      AND ENTER A CAO CODE:

SELECT A SPECIFIC ACO:      AND ENTER AN ACO CODE:

SELECT A SPECIFIC CONTRACT:  AND ENTER THE PIIN:
                               SPIIN:
                               AND CAO ORG CODE:
```

```
*****
FIGURE 2-15
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
REQUEST TYPE (SELECT ONE OF THE FOUR BELOW WITH AN X)	
SELECT THE SELECT ENTIRE DISTRICT	THE ENTIRE DISTRICT INDICATOR (1A) - If all the contracts from the entire district are to be considered, enter an X in this field. Otherwise, select one of the other two possible selection indicators. This field must contain an X or be blank. At least one of the three selection indicators must contain an X.
SELECT A SPECIFIC CAO	SELECT A SPECIFIC CAO INDICATOR (1A) - If only contracts for a specified Contract Administration Office (CAO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.
AND ENTER A CAO CODE	CONTRACT ADMINISTRATION OFFICE CODE SELECTION (2A/N) - Enter the code of the Contract Administration Office (CAO) to be considered by the report program. This CAO code must be on validation table TB0040.
SELECT A SPECIFIC ACO	SELECT A SPECIFIC ACO INDICATOR (1A) - If only contracts for a specified Administrative Contracting Officer (ACO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the ACO to be considered must be entered in the field provided to the right.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
AND ENTER AN ACO CODE	CONTRACT ADMINISTRATION OFFICE CODE SELECTION (2A/N) - Enter the code of the Administrative Contracting Officer (ACO) to be considered by the report program. This ACO code must be on validation table TB0096.
SELECT A SPECIFIC CONTRACT	SELECT A SPECIFIC CONTRACT INDICATOR (1A) - If only the inventory for a specific contract is required, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.
AND ENTER THE PIIN	CONTRACT NUMBER SELECTION (13A/N) - Enter the Procurement Instrument Identification Number of this contract. The PIIN must contain alpha and/or numerics in positions 1 to 6 and 9 to 13. Positions 7 and 8 must be numeric. The system will provide an automatic space after positions 6 and 8. The contract must be on the data base at PIIN/SPIIN level only.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER SELECTION (6A/N) - The associated alpha and/or numeric call/order number is entered in positions 1 to 4 of this field. If requesting to modification level for a call or order, enter the valid alpha and/or numeric modification number in positions 5 and 6. If requesting a modification to a non-call/order document, enter the valid six position modification number in this entire field.
AND CAO ORG CODE	CONTRACT ADMINISTRATION OFFICE (CAO) ORGANIZATION CODE (2A/N) - Enter the two position CAO organization code associated with the contract to be inquired upon (PIIN/SPIIN entered above). The code entered must match validation table TB0040.

d. MESSAGES:

HKB	A 13-POSITION PIIN NUMBER MUST BE ENTERED
	SELECT A SPECIFIC CONTRACT contains an X but PIIN does not contain a valid, alphabetic and/or numeric contract number. (Note: Ignore the spaces provided by the system.)
HKC	POSITIONS 7-8 MUST BE NUMERIC
	Positions 7 and 8 of the PIIN field must contain the numeric fiscal year of the contract. Correct as necessary. (Note: Ignore the spaces provided by the system when counting positions.)

HKM IF ENTERED, MUST BE A FOUR POSITION SPIIN OR SIX POSITION SPIIN/MOD

When a call/order document is entered for a specific contract selection (SELECT A SPECIFIC CONTRACT contains an X), the SPIIN field must contain a four position call/order number or a call/order followed by the two position modification number. For all other contracts, SPIIN must contain a valid six position A or P modification number or be entirely blank. If SELECT A SPECIFIC CONTRACT does not contain an X, the SPIIN must be entirely blank.

HKT INVALID MOD

A request for a specific contract has been selected and either a six position modification number has been entered in the SPIIN field or a two position number has been entered in positions 5 and 6 of the SPIIN field (for calls/orders only). This modification does not exist on the inventory file for the contract specified in the PIIN or PIIN and position 1-4 of the SPIIN (call/order).

HK3 ONLY FIRST TWO POSITIONS MUST BE ENTERED

When the selection indicators for a specific ACO or CAO contain an X, the selection key fields for these two options may contain only two characters. Review instructions above for more specifics.

HXA MUST BE ENTERED FOR SELECTED OPTION

A selection option which requires a selection key (begins AND ENTER) contains an X. The selection key where the cursor is located must be entered. Review instructions above for the selection option/key in error and correct as necessary.

HXB INVALID CAO

The two position CAO Organization code entered in the AND CAO ORG CODE field does not match validation table TB0040. SELECT A SPECIFIC CAO contains an X and a two position CAO organization code entered in AND ENTER A CAO CODE field. However, this code is not in validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXC INVALID ACO

SELECT A SPECIFIC CAO contains an X and a two position CAO organization code entered in AND ENTER A CAO CODE field. However, the code entered does not match validation table TB0096. Correct the entry as necessary. If the OTIS shop has not yet added the ACOs code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXN MUST BE BLANK

A selection key field which does not apply to the selection option indicated (with an X) has been entered. SELECT A SPECIFIC CAO allows only an entry in AND ENTER A CAO CODE. SELECT A SPECIFIC ACO allows only an entry in AND ENTER AN ACO CODE. When SELECT A SPECIFIC CONTRACT contains an X, AND ENTER THE PIIN, SPIIN and AND CAO ORG CODE all may contain entries. Erase the unnecessary selection key (AND ENTER). Review instructions above for more specifics.

HXP MUST BE ALPHABETIC AND OR NUMERIC

Only alphabetic and/or numeric characters are allowed in any of the data entry fields on this screen. The only selection key field which may be blank when the selection indicator associated with it contains an X is SPIIN. Blanks are only acceptable in all other fields if the selection indicator associated with the selection key is blank. Review instructions above for more specifics. (Note: Ignore the spaces provided by the system.)

HXT INVALID PIIN, PIIN/SPIIN, OR PIIN/SPIIN/MOD

The contract or contract modification indicated by the contract number and order number entered (AND ENTER THE PIIN and SPIIN fields) is not on the contract administrative file (PINS). Correct as necessary.

HXO MUST BE ENTERED-CANNOT BE BLANK

Indicates that REQUESTER is blank or that SELECT A SPECIFIC CONTRACT (selection option) contains an X and that AND CAO ORG CODE is blank. Review entries and correct the REQUESTER, the selection option or AND CAO ORG CODE. The cursor position indicates the field in error.

HX5 SELECT AN OPTION

None of the selection options (all begin SELECT) contains an X. At least one of the selection options must be made (by entering an X). Select the necessary option.

HX6 SELECT ONLY ONE OPTION

Only one of the six available selection options (all begin SELECT) may contain an X. Currently more than one contains an X. Erase the unnecessary selection option(s). If other requests are required, separate requests must be made.

HX7 SELECT BY ENTERING AN X

One of the selection options (all begin SELECT) contains an entry of something other than an X. Enter an X in the appropriate selection option.

HX9 MUST BE BLANK - CANNOT BE ENTERED FOR OPTION SELECTED

A selection key (begins AND ENTER) associated with an unchosen selection option (begins SELECT) contains alpha and/or numeric characters. This field may only be entered when the associated selection option contains an X. Erase this entry. When two selection options are required, two requests must be made. The requests may not be limited by more than one selection option at a time.

2.1.2.14 UNKN60 AND UNKN61 - CONTRACT ADMINISTRATION REPORT SELECTIVE

a. GENERAL - Users may select any of the Contract Administration Report (CAR) reports via these Delayed Inquiry Request screens. These reports are in the UYCM series. All reports are received after the next cycle. There are two screens required for this delayed inquiry request. The first screen allows the user to indicate the extent of the data base to be inquired upon and the types of contract conditions which will be reported. The second screen allows user to select which of the CAR reports are to be provided for the request.

b. SCREEN FORMAT - UNKN60 - The following is a sample screen format for the CAR Selective - Inquiry Parameters Delayed Inquiry Request screen, UNKN60.

```
*****
UNKN60                      CAR SELECTIVE - INQUIRY PARAMETERS
CBUD:                      USER ID CODE:
REQUESTER:                 ROUTING CODE:      REQUEST DATE:
                        REQUEST LEVEL (SELECT ONE OF THREE BELOW WITH AN X)
SELECT FROM THE ENTIRE DISTRICT:
  SELECT FOR A SPECIFIED ACO:      AND ENTER THE ACO CODE:
  SELECT FOR A SPECIFIED CAO:      AND ENTER THE CAO CODE:
                        PRIMARY/SECONDARY INQUIRY TYPE SELECTION CODES
01-COMMODITY CODE      10-IS/CMA      20-OVERAGE RNG      29-AWAIT HARD COPY
02-SPECIAL CONTR PVN  11-TYPE CONTR   21-ECD RANGE      30-DMS PREFIX CD
03-ACO CODED REMARKS  12-PROPTY ADMIN  22-KIND & TYPE    31-DMS PROGRAM CD
04-NON CLIN/ELIN PVN  13-ZIP CODES   23-KIND ONLY      32-PROD SURV CODE
05-BUYING ACTY 2 POS  14-CONTRACTOR   24-TYPE ONLY      33-SCTY CLSN CODE
06-BUYING ACTY 6 POS  16-PROCESS DTRNG  25-CAR SECTION    34-UNILATERAL IND
07-ADMINISTERED BY    17-FDD RANGE    26-ASSIGNMENT CD  35-SUPPORT & P.O.
08-ISSUED BY          18-EST FDD RANGE  27-CAR PART       36-RSN DLAY CODE
09-DEPARTMENT CODES   19-FAD RANGE    28-VALUE ENG      37-1 POS I/A CODE

      PRIMARY INQUIRY TYPE:          PRIMARY INQUIRY KEYS:
SECONDARY INQUIRY TYPE:          SECONDARY INQUIRY KEYS:
```

```
*****
                        FIGURE 2-16
```

c. SCREEN FORMAT - UNKN61 - The following is a sample screen format for UNKN61, CAR Selective - Report Selection.

```
*****
UNKN61          CAR SELECTIVE - REPORT SELECTION
CBUD:

      REQUESTER:          ROUTING CODE:          USE ID CODE:
                                REQUEST DATE:

SELECT REQUIRED REPORT(S) WITH AN X - MORE THAN ONE MAY BE SELECTED

UYCM02 - SB/LSA PART A SECTION 1:    UYCM03 - OVERAGE PART A SECTION 2:
UYCM04 - OVERAGE PART A SECTION 2    UYCM06 - PURCHASE OFFICE LIST:
UYCM07 - CLASSIFIED CONTRACT LIST:    UYCM10 - SECTION 5 MOVED TO SEC 4:
UYCM11 - SEC 5 CLOSE CONTR - PIIN:    UYCM12 - SEC 5 CLOSED CONTR - ORG:
UYCM13 - ZERO BAL PART A & B SEC 1:    UYCM14 - DELINQUENT PART A SEC 1:
UYCM15 - DELINQUENT PART B SEC 1:    UYCM16 - CAR PART SECTION 1 - 5:
UYCM17 - CAR PART B SECTION 1 - 5:    UYCM18 - CAR PART C SECTION 1 & 5:
UYCM19 - PT D CAR - SMRY PT A REG:    UYCM21 - PT D CAR - SMRY PT A ORG:
UYCM22 - CAR PARTS A & B SEC 2:    UYCM36 - FOREIGN MILITARY SALES:
UYCM37 - NON-DOD REIMBURSEMENT:    UYCM38 - PART C PAYMENT ONLY:
UYCM39 - CAR PROGRESS PAYMENTS:    ALL DEPARTMENT OF ENERGY (DOE):
```

FIGURE 2-17

d. INPUT INSTRUCTIONS:

(1) The following are the input instructions for UNKN60.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
REQUEST LEVEL (SELECT ONE OF THREE WITH AN X)	
SELECT FROM THE ENTIRE DISTRICT	SELECT FROM ENTIRE DISTRICT INDICATOR (1A) - If all contracts from the entire district are to be considered, enter an X in this field. Otherwise, select one of the other two possible selection indicators. This field must contain an X or be blank. At least one of the three selection indicators must contain an X.
SELECT FOR A SPECIFIED ACO	SELECT FOR A SPECIFIED ACO INDICATOR (1A) - If only contracts for a specified Administrative Contracting Officer (ACO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the three selection indicators must contain an X. When this field is entered, the code of the ACO to be considered must be entered in the field provided to the right.
AND ENTER THE ACOs CODE	ADMINISTRATIVE CONTRACTING OFFICER'S CODE SELECTION (2A/N) - Enter the code of the Administrative Contracting Officer (ACO) to be considered by the report program. This ACO code must be on validation table TB0096.
SELECT FOR A SPECIFIED CAO	SELECT FOR SPECIFIED CAO INDICATOR (1A) - If only contracts for a specified Contract Administration Office (CAO) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of three selection indicators must contain an X. When this field is entered, the code of the CAO to be considered must be entered in the field provided to the right.

DATA ELEMENTSPECIAL INSTRUCTIONSAND ENTER THE CAO
CODE

CONTRACT ADMINISTRATION OFFICE CODE SELECTION (2A/N)
- Enter the code of the Contract Administration
Office (CAO) to be considered by the report program.
This CAO code must be on validation Table TB0040.

PRIMARY INQUIRY
TYPE

PRIMARY INQUIRY TYPE (2A/N) - The code entered in
this field determines which type of contracts in the
data base are to be reported. A two position numeric
code must be entered. Both positions must be
entered. Acceptable codes are 01-14 and 16-37.
These codes are explained in the appendices in part
1, chapter 5 of this manual.

PRIMARY INQUIRY
KEYS

PRIMARY INQUIRY KEYS (18A/N) - Entries in this field
indicate the codes used to select the contracts to be
reported for the primary inquiry type selected above.
All entries must be left-justified. (Unless
otherwise specified below, pos. 1 may not be blank.)
Acceptable entries in this field are dependent upon
the primary inquiry type selected as follows:

PRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- | | |
|----|---|
| 01 | Between 1 and 9 valid commodity codes as listed in the appendices in part 1, chapter 5 of this manual. (A1, 1A, 1B, 1C, A2, A3, A4, 4A, 4B, A5, A6, A7, A8, 8A, 8B, 8C, A9, B1, B2, B3, B8, B9, C2, C3, C8, C9, 9A, 9B, 9C, 9D, 9E, S1.) |
| 02 | Special Contract Provision codes shown in appendix part 1, chapter 5 of this manual are entered for inquiry type 02. From 1 to 17 codes may be entered. (A-H, J-N, P- R , and T .) |
| 03 | Up to 9 Standard ACO Coded Remarks may be entered in this element for inquiry type 03. These remarks are two positions each (e.g., for code 09 the zero must also be entered) and are described in appendix part 1, chapter 5 of this manual. (01, 02, 03, 04, 05, 06, 07, 08, 09, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 26, 27, 29, 31, 32, 33, 34 , 35, 40, 41, 42, 43, 46, 49, 52, 53, 54, 55, 56, 60, 61, 62, 63, 64 .) |

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 04 Enter from 1 to 12 one position Non-CLIN/
ELIN Payment provisions. Code are
explained in part 1, chapter 5 of this
manual. (A, B, C, D, E, H, J, K, L, M, T,
Z.)
- 05 Between 1 and 9 two position Buying
Activity Codes must be entered for this
inquiry type.
- 06 Up to 3 (at least one) six position Buying
Activity Codes must be entered for this
inquiry type.
- 07 From 1 to 3 six position Administered By
codes must be entered.
- 08 Enter from 1 to 3 six position Issued By
codes for inquiry type 08.
- 09 Acceptable entries for inquiry type 09 are
valid Department Codes. Up to 12 codes may
be entered (at least one). Codes are
explained in part 1, chapter 5 of this
manual. (A, C, D, E, F, G, H, M, N, O, P,
S.)
- 10 Between 1 and 9 two position Industrial
Specialists (IS) or Contract Management
Assistant (CMA) codes must be entered.
- 11 From 1 to 10 valid type of contractor codes
must be entered. These codes are explained
in part 1, chapter of this manual. (A, **B**,
C, D, F, L, M, U, V, or Z.)
- 12 Enter from 1 to 9 two position Property
Administrator Codes for this inquiry type.
- 13 When inquiry type 13 is selected, users
must enter one or two of the following:
- a. A 5-position numeric U.S. ZIP Code,
 - b. A 7-position Canadian ZIP Code
(pos. 1-3 and 5-7 alpha and or numeric and
position 4 blank) or

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- c. A 9-position numeric U.S. ZIP Code.
- 14 Up to three valid Contractor codes (CAGE or H8) may be entered. However, the code must be six positions. Therefore, the first position for each code is a blank (space bar).
- 15 Not available for this request.
- 16-21 When these inquiry types are selected, a maximum of 2 seven position calendar dates (YYMMDD) may be entered. Each date must be preceded by one of the following indicators:
- a. P for dates equal to or greater than the related date entered here,
- b. M for dates equal to or less than the related date entered here,
- c. blank (space bar) for dates equal to the related date entered here or
- d. R in front of both dates to indicate a date range.
- 22 Enter up to 9 (at least one) of the two position Kind and Type of Contract Codes explained in part 1, chapter 5 of this manual. Each two position code will consist of the Kind of Contract Code followed by Type of Contract Code. (Kind - 1, 2, 3, 5, 6, 7, 8, 9, 0.) (Type - A, B, C, J, K, L, M, S, T, U, V, W, R, Y, Z, BLANK (SPACE BAR).)
- 23 From 1 to 9 valid Kind of Contract codes (see Kind in 22 above) must be entered. These codes are explained in part 1, chapter 5 of this manual.
- 24 Enter from 1 to 9 valid Type of Contract codes (see Type in 22 above). These codes are explained in part 1, chapter 5 of this manual.

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 25 Valid Contract Administration Report (CAR) Section Numbers are entered (from 1 to 5) for this inquiry type. Only codes 1 - Active, 2 - Physically Complete, 3 - Litigation, 4 - Financial and 5 - Closed in current month may be used.
- 26 From one to four valid contract assignment Codes are entered. Acceptable codes are P - Primary Contract Administration Responsibility, G - Payment Only, S - Support Administration of Prime Contracts and T - Support Administration of Subcontracts.
- 27 Up to four of of the CAR Part Number Codes A - ACO review, B - Automatic final closing due final payment and C - Support Administration.
- 28 Enter at least one of the two acceptable Value Engineering Clause Codes, V or Y to receive contracts which indicate these clauses are applicable. Only two entries are possible.
- 29 This inquiry type provides MILSCAP transmitted contracts and modifications which are awaiting hard copy (A) or for which hard copy has been received (R). Either one or both types of MILSCAP contracts may be requested by entering one or both codes (A and/or R).
- 30 Enter from one to four of the valid Defense Material System Rating Prefix Codes as described in part 1, chapter 5 of this manual. (DO, DX, 9 + BLANK (space bar) or N + BLANK (space bar).)
- 31 Between 1 and 9 two position Defense Material System Rating Program Identification codes may be entered. Codes are described in part 1, chapter 5 of this manual. (A1, A2, A3, A4, A5, A6, A7, B1, B5, B7, B8, B9, C2, C3, C4, C5, C6, C8, C9, D1, D2, D3, D4, D5, D6, D7, D8, D9, E1, E2, E3, E4, K1, AM, FC.)

DATA ELEMENTSPECIAL INSTRUCTIONSPRIMARY
INQUIRYTYPEPRIMARY INQUIRY KEYS

- 32 From 1 to 8 Production Surveillance Category codes may be entered (at least one). Acceptable codes are explained in part 1, chapter 5 of this manual. (1, 2, 3, 5, 6, 7, 8, 9.)
- 33 Indicate which Security Classification Code is to be reported U - Unclassified contracts or C - Classified contracts. If both types are to be reported, enter both codes.
- 34 If only unilateral contracts (Unilateral code U recorded) are to be reported, enter a U in the inquiry keys field. Otherwise, leave blank for bilateral contracts.
- 35 To receive abstracts for a support or payment only contracts enter from 1 to 6 of the Functional Limitation codes. Codes are explained in part 1, chapter 5 of this manual. (1, 2, 3, 4, 5, 6.)
- 36 In order to receive abstracts for contracts containing specified reasons for delayed contract closing codes, enter from 1 to 9 of the acceptable codes preceded by a blank. For this inquiry type, position one must be a blank and position two must contain one of the acceptable codes. Codes are explained in part 1, chapter 5 of this manual. (A-H, J-N, P-Z, 1-9.)
- 37 Enter from 1 to 15 of the valid one position Inspection/Acceptance codes. These codes are explained in part 1, chapter 5 of this manual. (1, 2, 3, 4, 5, 6, 7, 8, 9, B, C, D, K, L, N.)

SECONDARY INQUIRY
TYPE

SECONDARY INQUIRY TYPE (2A/N) - In order to further restrict the contracts reported, enter one of the 36 secondary inquiry type codes. These codes correspond to the Primary Inquiry Type codes described above. The entry in this field may not match the Primary Inquiry Type selected. If no additional restrictions are to be applied, leave this field blank (and Secondary Inquiry Keys below blank).

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
SECONDARY INQUIRY KEYS	SECONDARY INQUIRY KEYS (18A/N) - These codes are related to the Secondary Inquiry Type selected in the same way the Primary Inquiry Keys are related to the Primary Inquiry type. Input instructions are the same.
(2) The following instructions are for UNKN61.	
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
SELECT REQUIRED REPORT(S) WITH AN X - MORE THAN ONE MAY BE SELECTED	
UYCM-2 - SB/LSA PART A SECTION 1	UYCM02 SELECTION INDICATOR (1A) - If Report UYCM02, SBLSA Part A Section 1, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM03 - OVERAGE PART A SECTION 2	UYCM03 SELECTION INDICATOR (1A) - If Report UYCM03, Overage Part A Section 2, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM04 - OVERAGE PART A SECTION 2	UYCM04 SELECTION INDICATOR (1A) - If Report UYCM04, Overage Part B Section 2, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM06 - PURCHASE OFFICE LIST	UYCM06 SELECTION INDICATOR (1A) - If Report UYCM06, Purchase Office List, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM07 - CLASSI- FIED CONTRACT LIST	UYCM07 SELECTION INDICATOR (1A) - If Report UYCM07, Classified Contract Listing, is to be produced enter an X. Otherwise, leave this indicator blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
UYCM10 - SEC 5 MOVED TO SEC 4	UYCM10 SELECTION INDICATOR (1A) - If Report UYCM10, Section 5 Contracts Moved to Section 4, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM11 - SEC 5 CLOSE CONTR - PIIN	UYCM11 SELECTION INDICATOR (1A) - If Report UYCM11, Section 5 Closed Contracts - PIIN Sequence, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM12 - SEC 5 CLOSED CONTR - ORG	UYCM12 SELECTION INDICATOR (1A) - If Report UYCM12, Section 5 Closed Contracts - ORG Sequence, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM13 - ZERO BAL PART A & B SEC 1	UYCM13 SELECTION INDICATOR (1A) - If Report UYCM13, Zero Balance Part A and B Section 1, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM14 - DELIN- QUENT PART A SEC 1	UYCM14 SELECTION INDICATOR (1A) - If Report UYCM14, Delinquent Part A Section 1, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM15 - DELIN- QUENT PART B SEC 1	UYCM15 SELECTION INDICATOR (1A) - If Report UYCM15, Delinquent Part B Section 1, is to be produced enter an X. This report is only available if reports 14 is also requested. Therefore, report 14 must also be selected. Otherwise, leave this indicator blank.
UYCM16 - CAR PART A SECTION 1-5	UYCM16 SELECTION INDICATOR (1A) - If Report UYCM16, CAR Part A Section 1-5, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM17 - CAR PART B SECTION 1-5	UYCM17 SELECTION INDICATOR (1A) - If Report UYCM17, CAR Part B Section 1-5, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM18 - CAR PART C SECTION 1 & 5	UYCM18 SELECTION INDICATOR (1A) - If Report UYCM18, CAR Part C Section 1 and 5, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM19 - PT D CAR - SMRY PT A REG	UYCM19 SELECTION INDICATOR (1A) - If Report UYCM19, Part D CAR - Summary Part A District, is to be produced enter an X. This report is only available if reports 16, 17 and 18 are also requested. Otherwise, leave this indicator blank.
UYCM21 - PT D CAR - SMRY PT A ORG	UYCM21 SELECTION INDICATOR (1A) - If Report UYCM21, Part D CAR - Summary Part A Organization, is to be produced enter an X. This report is only available if reports 16, 17 and 18 are also requested. Otherwise, leave this indicator blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
UYCM22 - CAR PARTS A & B SEC 2	UYCM22 SELECTION INDICATOR (1A) - If Report UYCM22, CAR Part A & B Section 2 - Overage Alert, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM36 - FOREIGN MILITARY SALES	UYCM36 SELECTION INDICATOR (1A) - If Report UYCM36, Foreign Military Sales, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM37 - NON-DOD REIMBURSEMENT	UYCM37 SELECTION INDICATOR (1A) - If Report UYCM37, Non-DoD Reimbursement Contracts, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM38 - PART C PAYMENT ONLY	UYCM38 SELECTION INDICATOR (1A) - If Report UYCM38, Part C Payment Only, is to be produced enter an X. Otherwise, leave this indicator blank.
UYCM38 - CAR PROGRESS PAYMENTS	UYCM39 SELECTION INDICATOR (1A) - If Report UYCM39, Progress Payment, is to be produced enter an X. Otherwise, leave this indicator blank.
ALL DEPARTMENT OF ENERGY (DOE)	DEPARTMENT OF ENERGY REPORT SELECTION INDICATOR (1A) - If all reports which have been specifically DOE are to be requested, enter an X. There is no way to request a specific DOE report. All DOE reports begin with the same report number above plus 50 (i.e., UYCM39 equivalent is UYCM89). Otherwise, leave this indicator blank.

d. MESSAGES:

HA3	INQUIRY KEYS INCOMPATIBLE WITH INQUIRY TYPE
	The entry in the highlighted inquiry keys field is incorrect. Either the field requires an entry of other than blanks or the number of positions which can contain characters other than blanks has been exceeded. For example, type 02 has only 15 valid Special Contract Provisions which apply. Therefore, only the first 15 positions of the inquiry keys field may contain other than blanks. Positions 16-18 must be blank. Carefully review the inquiry type and keys entered versus the instructions and correct as necessary. This message may apply to the Primary or Secondary Inquiry keys field.
HA4	DUPLICATE INQUIRY TYPES
	The entry in the SECONDARY INQUIRY TYPE matches the PRIMARY INQUIRY TYPE. This is not acceptable. If no further restrictions to the contracts to be reported are necessary, leave the SECONDARY INQUIRY TYPE and KEYS both blank.
HA5	INVALID PRIMARY INQUIRY TYPE
	Acceptable entries to the Primary Inquiry Types are 01-14 and 16-37. Both positions of the code must be entered. (e.g., enter the zero in 01). Correct as necessary.

HA6 INVALID SECONDARY INQUIRY TYPE

Acceptable entries to the Secondary Types are 01-14 and 16-37. Both positions of the code must be entered. (e.g., enter the zero in 01). Correct as necessary.

HJO MAKE SELECTION(S) BY ENTERING X AFTER REPORT(S) DESCRIPTION

The reports to be produced may only be selected by entering an X in the report selection field which applies to it. Applies to all available fields on UNKN61. See instructions above. Correct as necessary.

HJP DOE CANNOT BE SELECTED WITH ANY OTHER REQUEST ALL DEPARTMENT OF ENERGY (DOE)

May not contain an X if any of the other reports are selected (with an X).

HJR IF UYCM19 IS SELECTED, UYCM14 17 AND 18 MUST BE SELECTED

In order to produce Summary Report UYCM19, Reports UYCM16, UYCM17 and UYCM18 must be prepared. Therefore, when the UYCM19 report selection indicator contains an X, the report selection indicators for Reports UYCM16, UYCM17 and UYCM18 must also be selected (with an X). Correct necessary entries.

HJS IF UYCM21 IS SELECTED, UYCM16 17 AND 18 MUST BE SELECTED

In order to produce Summary Report UYCM21, Reports UYCM16, UYCM17 and UYCM18 must be prepared. Therefore, when the UYCM21 report selection indicator contains an X, the report selection indicators for Reports UYCM16, UYCM17 and UYCM18 must also be selected (with an X). Correct necessary entries.

HJ1 IF UYCM15 (SUMMARY) IS SELECTED, UYCM14 MUST ALSO BE SELECTED

UYCM14 must be prepared in order to receive UYCM15. Therefore it must also be selected. Both the UYCM14 selection indicator and UYCM15 selection indicator must contain an X if report UYCM15 is to be produced. Review request and correct as necessary.

HXA MUST BE ENTERED FOR OPTION SELECTED

A selection option which requires a selection key (begins AND ENTER) contains an X. The selection key where the cursor is located must be entered. Review instructions above for the selection option/key in error and correct as necessary.

HXB INVALID CAO

When the SELECT FOR A SPECIFIED CAO contains an X to request contracts in a specific Contract Administration Office (CAO), the code in AND ENTER THE CAO CODE must match validation table TB0040. Correct the entry as necessary. If the OTIS shop has not yet added the CAO organization to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXC INVALID ACO

SELECT FOR A SPECIFIED ACO contains an X to request contracts for a specific Administrative Contracting Officer (ACO). The two position code is supposed to represent an Administrative Contracting Officer (ACO). However, the code entered on this screen does not match validation table TB0096. Correct the entry as necessary. If the OTIS shop has not yet added the ACOs Code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXF DUPLICATE KEYS

One of the inquiry keys entered has been repeated within the inquiry keys field which is highlighted. Duplicate entries are not acceptable. Correct as necessary.

HX0 MUST BE ENTERED, CANNOT BE BLANK

REQUESTER and PRIMARY INQUIRY TYPE must contain alphanumeric entries. PRIMARY INQUIRY KEYS must contain an entry as described in the instructions above when PRIMARY INQUIRY TYPE contains other than 34. SECONDARY INQUIRY KEYS must contain entry as described above if SECONDARY INQUIRY TYPE contains other than blanks or 34. The cursor should be positioned at the field in which the error has occurred. Review instructions for the field in error and correct as necessary.

HX5 SELECT AN OPTION

None of the selection options (all begin SELECT) contains an X. At least one of the selection options must be made (by entering an X). Select the necessary option.

HX6 SELECT ONLY ONE OPTION

Only one of the three available selection options (all begin SELECT) may contain an X. Currently two or more contain an X. Erase the unnecessary selection option(s). If two or more are required, a separate request must be made for each option.

HX7

SELECT BY ENTERING AN X

One of the selection options (all begin SELECT) contains an entry but it is not an X. At least one of the three options shown must be selected. Enter an X in the appropriate selection option.

HX9

MUST BE BLANK - CANNOT BE ENTERED FOR OPTION SELECTED

A selection key (begins AND ENTER) which pertains to a selection option other than the one selected (X'ed) contains data. Using the erase key (ERASE EOF), erase the entry in the field at which the cursor is located. If this selection is required, an X must be entered in the selection indicator field (begins FROM or FOR) for this selection key (directly to left of field in error). Then the other selection option and selection key also entered must be erased. Only one selection option may be made for a request. Each selection option requires a separate request.

2.1.2.14.1 CONTRACT ADMINISTRATION REPORT SUMMARY

a. Besides the inquiry generated reports just described, the Contract Administration Report is also produced as a monthend inventory of contracts, prime and support, assigned to the various organizational elements of the DCMD for full or limited administration. Limited administration includes single assignments such as production only, property only, disbursing only and other similar functions.

b. The report is made at the ACO level for detailed information and is statistically summarized to the DCMD level. The obligation and expenditure data will be generated from the Contingent Liability Record (CLR). The financial data is summarized to the contract level unless detailed data is required by the ACO.

c. The report is prepared mechanically by relating the data from the Contract Administration Data Record (CADR) with the Contingent Liability Record (CLR).

d. The report is prepared at the ACO level with header records showing contractors name followed by contract number in terminal digit sequence within contractor (code) sequence number.

(1) The CAR consists of four parts and is subdivided into sections as follows:

(a) Part A - Listing of contracts that require extensive controls and manual closeout.

Definition: Contracts (other than part B) assigned for primary and support administration contracts which require contract administration (function limitation 6). Part A consists of four sections:

- a. Active.
- b. Physically Completed.
- c. Dormant.
- d. Payment Adjustments.

(b) Firm, fixed price contracts containing one or more of the following provisions or conditions will also be assigned to part A:

The applicable codes are in parenthesis.

- a. Special Tooling Report Due. (R9 03)
- b. Non DoD Reimbursement Contracts. (R9 01)

- (R9 52)
- c. DD Form 250 not required (exclusion for Fast Pay not programmed).
 - d. Classified Contracts. (Security Classification C)
 - e. Contract Terminated for Default or Convenience. (R9 09)
 - f. Contract Requires a DD Form 375, PPR. Not yet programmed. (R9 17)
 - g. Unpriced Orders. (R9 06)
 - h. Prime Administration (less Payment) ODO. (R9 54)
 - i. Small Disadvantaged Business. (Type of contractor **A**)
 - j. Patent Rights Report Required. (R9 02)
 - k. Spares Provisioning. (R9 04)
 - l. Liquidated Damages. (SCP A)
 - m. Production Surveillance Code is 1.
 - n. Date First Article/Pre prod Sample RPT. (SCP F)
 - o. Small Business Administration (8a) Contracts. (R9 27)
 - p. Negative Pre-Award Survey. (R9 42)
 - q. Manual Closeout Required by ACO. (R9 56)
 - r. Progress Payment Provision and outstanding progress payments. (SCP C) (Except for BOA and Indefinite Delivery Contracts Priced Orders under \$100,000).
 - s. Integrity of Unit Prices. (R9 33)
 - t. Rights in Tech Data/Computer Software. (R9 60)
 - u. Restrictive Markings on Tech Data. (R9 61)
 - v. Restrictive Rights on Computer Software. (R9 62)
 - w. Restrictive Markings to be Reviewed by Engineer. (R9 63)
 - x. Demilitarization Clause Regulation for Final Payment. (R9 08)
 - y. Notice of Awards - Hand Copy Required. (R9 23)

(c) Part B - A listing of all contracts/purchase orders managed by exception.

Definition: Firm Fixed Price (FFP) contracts, \$99,999 or under face value that normally do not require extensive controls and will be automatically closed out. Part B consists of four sections:

- a. Active.
- b. Physically Complete.
- c. Payment Adjustments.
- d. Closed.

(d) Part C - Support Administration.

Definition: Contracts on which delegation of authority is limited to performance by a single function element or by a few multiple functions - Property Only and Production Only. Contracts normally classified as Support but which require Contract Administration (Function Limitation 6) are assigned to part A. Part C consist of two sections.

- a. Active.
- b. Closed.

(e) Part D - CAR Summary.

Definition: Part D consists of summary data for management. It provides information concerning volume, status and nature of contracts in parts A, B and C. In part A, individual ACOs are provided summary data for their assigned contracts. For each succeeding organization level, the data are consolidated. Similarly, part B and C data are successively consolidated as appropriate for the organizational elements involved. The Districtal Directors Summary reflects data in regional totals.

(f) Part E.

Definition: Part E of the CAR only refers to the CAD Reference List wherein part E is reflected. There is no part E report printed.

(2) The sections within parts are subdivided as follows:

(a) Section 1 - Active.

For part A and part B, this section shall consist of contracts on which delivery/acceptance of supplies, performance of services or work statement requirements are not complete, or period of performance has not expired. Part A contract includes those being administered but not paid at the reporting DCMD (i.e., other Disbursing Office/ODO). These contracts can be identified by R9 ACO Remark 54 and require the contract obligation to be included on the R7 record part C contracts for Single Assignments (e.g., Payment Only). Movement of Contracts from section 1 is accomplished:

- a. Manual.

(1) To section 5. Complete ODO and support contracts, upon receipt/processing of ACO requests (DD Form 1593 or other local forms).

(2) To section 2. Prime Administration contracts without LISSR, upon ACO request (same as above).

b. Automatic.

(1) To section 5. Part 0 (Payment Only) contracts, upon processing of Final Payment.

(2) To section 2. Prime Administration contracts (including partial ODOs) with LISSR, upon processing Final Acceptance and all items are complete.

(b) Section 2 - Physically Completed.

For part A, this section shall consist of primary assigned contracts on which acceptance or performance is complete, but lack Final Payment and/or Final-NLA (see Notice/Request Alerts) from the ACOs. After this is done contracts automatically move to section 5. Other part A contracts included are those terminated for default on which litigation will not take place. For part B, this section shall consist of fixed price contracts on which delivery and acceptance is complete, but Final Payment has not been made (i.e., type payment 1). These contracts automatically move from section 2 to 5 based on Final Payment.

(c) Section 3 - Dormant.

This section shall apply only to part A and is comprised of prime contracts on which the following is pending: Complete convenience terminations; partial convenience terminations if the nonterminated portion of the contract is physically complete; Public Law claims; disputes before Board of Contract Appeals; determinations involving labor laws; settlement of overhead rates; contingent Value Engineering (VE) payments; investigations (OSI and FBI); litigation (including tax matters and defaulted contracts); and **deferred contractor debt**. Movement from this section is based on request from ACO depending on resolution and LISSR Status, contracts may be moved to sections 1, 2 or 5. Automatic closing cannot be accomplished unless the proper NLA records are generated/processed.

(d) Section 4 - Payment Adjustments.

This section consists of part A and B prime contracts - (1) reopened by the finance office for payment adjustments and/or collections and (2) contracts mechanically moved from section 5 to section 4 during monthend process due to ULO balances on the CLR.

(e) Section 5 - Closed.

This section shall be included in parts A, B, and C and consist of contracts closed during the reporting period. A mechanical examination will be made for zero unliquidated balances. Where balances remain on a contract, the section number will be automatically changed from 5 to 4 for parts A and B or to 1 on part C contracts. A listing of section 5 contracts moved to section 4 is automatically produced as a result of the above action.

(f) Reporting of Contracts - To accomplish the required reporting for those contracts in parts A, B and C of the CAR, two basic records are used - they are:

1. Contract Administration Data Record (CADR). This record provides the details of administrative data required for reporting.

2. The Contingent Liability Record (CLR). This record consists of the obligation records which provide financial obligations, unliquidated obligations status, and progress payments for all accounting classifications cited on prime contracts.

(g) Monthly processing is accomplished as follows:

1. At the close of business each month, the CAR is prepared in six copies with ACO sequence as the major control and the PIIN as the minor control within part and section.

2. Obligation, expenditure and administrative data for the period for each contract requiring financial data is summarized at the contract level and shows total obligations, unliquidated obligations and progress payments. Source records are the Contract Administrative Data Records and the Contingent Liability Records.

3. Part A contracts will move automatically to section 5 upon processing of ACO signed Final Pay NLA by CAR clerk or CAO terminal. Part B contracts with final acceptance will automatically move to section 5 upon issuance of final payment voucher.

2.1.2.14.2 CAR PROCEDURES

a. The Contract Administration Office (CAO) of the organization assigned administration responsibility will request the finance office to effect movement of contracts between sections of the CAR where there is no automatic movement.

b. When a final payment indicator is placed on DLA Form 457e, the final payment data is extracted from the Voucher Summary File for the Contract Completion Status Reporting Programs. In addition, final payment data is retained in the computer files for end of month CADR processing. The disbursing office has responsibility to send the CAR clerk a copy of the final voucher for which a manual final payment has been made.

c. The following type contracts require special handling:

(1) Incrementally Funded Contracts - When the finance office has made final payment on the original obligation of incrementally funded type contracts, an alert is generated to the ACO who will determine if the option will be exercised. If the option is to be exercised, the ACO will request the finance office to move the contract to section 1 with a new completion date. If the option is not to be exercised, the ACO will process the Final Payment NLA as described in part 9.

(2) Contracts/Agreements which Provide Issuance of Calls/Orders - A Contract Completion Statement (PK9) will be issued for each completed call/order paid in whole or in part by the local DCMD. Upon expiration of the ordering period or closeout of all orders, whichever is later, the contract/ agreement will be closed in accordance with part 9. Part A and part B calls/ orders will be retired in the same manner as regular contracts.

(3) Classified Air Force Contracts - All processing required by the following procedures will be performed by personnel with the proper security clearance.

(a) Assign to the contract file and the CLR record a separate dummy PIIN to each classified contract on which the disbursement data are considered classified. The dummy PIINs will be in numerical sequence, i.e., the first dummy PIIN assigned will be F99999-99-C0001, the second will be F99999-99-C0002 and so forth. The ninth position of the dummy PIIN (type of procurement instrument code) will always be the same as for the related classified contract. Establish a LISSR Record and CAD Record for the correct PIIN to effect proper recording of contractor shipments generated by normal closeout processing when contracts are completed. The on order portion of the LISSR Record will be entered normally except Financial Code 4 will be used to prevent production of Accounts Payable Listings. If the noun is classified, enter ONI (Omission of Noun Intentional) in the noun field. Delivery schedules should be entered, unless the schedule is classified.

(b) Furnish the Accounting Station, under separate cover, a listing of PIINs and the related dummy numbers to be used for identification of subsequent payment transactions. This listing will be considered as a classified document.

(c) Hard copy documents will not be mailed to AFAFO or the accountable station.

(d) When final payment has been made on the dummy PIIN, prepare a DD Form 1594 (Contract Completion Statement), for correct PIIN only; annotate funds remaining, if any, for corresponding dummy PIIN; notify the ACO of the date of Final Payment and remaining ULO and request that the ACO manually update the NLA for the correct PIIN with this data. The final voucher number will not be furnished to the ACO. When an R9 Remark card for the correct PIIN with a message NLA PROCESSED appears on the daily updated CAD Master Listing, forward the unsigned DD Form 1594 for the correct PIIN to the purchasing office. Process a final NLA for the dummy PIIN to move it to section 5.

(4) Payment Only contracts will be identified by Functional Limitation Code 3 and ACO and part number will be automatically assigned. Payment Only contracts close when final payment is made.

d. In the completion application, when a contract is moved to section 5, a Q final transaction is produced if remaining funds are evident. If the contract is in a credit status, the Q transaction will be deleted and printed out on the CLR Obligation Auto-Adjustment Resulting from CCN Action Report with the message DEBIT 0 FINAL-TRANSACTION DELETED. The PK9 record will also be deleted. Normal manual research and corrective action will then be required.

e. The following criteria is the basis for part B assignment. Firm Fixed Price (FFP) contracts, \$99,999 or under face value that normally do not require extensive controls and will be automatically closed out.

f. When a part B assigned contract becomes delinquent, as evidenced by the delinquent contractor list, and the reason for delinquency cannot be resolved within the finance office, the Contract Administration (CA) Directorate should be contacted for resolution. An appropriate remark should be entered in the contract file stating ACO assistance has been requested. No finance office action is necessary when there is no evidence of shipment (e.g., invoice/DD Form 250) and Production has not entered an R8 Remark. These conditions denote a delinquent delivery problem on which production will take action. Finance Office action is necessary when an R8 Remark has been entered indicating that shipment was taken place.

g. CAR Output - This subparagraph contains listings generated by CAR processing.

(1) Unmatched U Listing - This list is prepared on one part paper and sent to the CAR clerk. This listing is generated by an unmatched condition between a CLR record and a contract file record because of the PIIN or supplement number. Immediate action must be taken to research

and submit correct data. Each condition must be researched and corrective action taken. If the contract file is incorrect, delete this batch. If the CLR is incorrect, input correct data via UYFED00 (disbursement) or UNAADE10 (obligation). If necessary correct the LISSR UNAADE10.

(2) CAR Part A, B and C Listing - This listing is prepared on six part paper. The CAR clerk will receive one copy of all part A, B and C to fulfill responsibilities outlined in this manual.

(3) SB/LSA - (Small Business Labor Surplus Area Report) is produced during CAR processing and is sent to the appropriate users.

(4) Section 5 Contract Moved to Section 4 Listing - This listing is printed on one part paper and sent to the CAR clerk. Contracts which moved to section 5 without a zero balance are contained on this list. Take immediate action to research the reasons that contracts were placed in section 5 with balances remaining. The section must be changed, when appropriate, if a final payment document is not to be generated.

(5) Section 5 Closed Contract PIIN Sequence Listing - This list is printed on three part paper in terminal digit sequence and is sent to the CAR clerk. The Data System Division will send one copy to the Transportation Division of the Contract Administrator. All other manual records such as invoices, DLA Form 457e unmatched suspense acceptance/shipments, etc., will also be finally purged with this listing.

(6) Section 5 Closed Contract-Organization Listing - This listing is the same as subparagraph e above; however, it is in organization code sequence on two part paper and sent directly to the applicable Contracts Branch.

(7) Part D CAR Summary-District - This list is printed on six part paper. One copy is sent to the CAR clerk and the other copies are sent to the Contract Administration Directorate. This list contains the statistics of part A, B and C of the CAR.

(8) Part D CAR Summary-Offices - This listing is the same as subparagraph g(5) above; however, only the statistics for each organization are included. The CAR clerk will receive the statistics for part B of the CAR. This listing will be used in conjunction with responsibilities of CAR as outlined in this manual.

(9) Part D CAR Summary-Management Area - This list is printed on six part paper and sent to the Management Area Contract Administration component. The statistics are the same as subparagraph (7) above but summarized at the management area level.

(10) CAR Fund Data List - This optional list is printed on two part paper and sent directly to the ACO. This list is designed to provide additional detail financial data on contracts.

(11) Purchase Office List - This list is produced on two part paper and sent to the Contract Administration Directorate. This list shows whether or not a contract is delinquent when received by the DCMD.

(12) Classified Contract List - This list (optional) is produced on one part paper and is sent to the CAO involved. It is a listing of all contracts containing security classification O.

(13) Overage List-Part A - This list (optional) is produced on three part paper and sent as part of the CAR to the Contract Administration Directorate, the CAR clerk and the CAO terminal.

(14) Overage List-Part B - This list (optional) is produced on three part paper. This listing will be sent to the appropriate CA element for action. The CAR clerk must research this listing and request the appropriate officer to go out for invoices.

(15) Property Section List - This list is printed on three part paper and sent with the CAR to the Property Administrator.

(16) Zero Balance List - This list (optional) is produced on three part paper. Contracts usually appear on this list because a final payment was made without a final indicator. However, some contracts with a zero balance may legally be in section 1 awaiting additional funding. The CAR clerk must reconcile all such contracts.

(17) Delinquent Contract List - This listing (optional) is produced on three part paper. CAR clerks will reconcile only part B contracts. The list indicates that contracts are 30 days or more past the Final Delivery Date in section 1 of the CAR. The CAR clerk will determine whether the contract is actually delinquent (see active LISSR), if the date is incorrect, if acceptance has been performed but the final indicator is missing, or if not missing is the LISSR matched (unequal) with the final shipment. The appropriate annotations will be entered on the list. In the last two cases, the CAR clerk will initiate corrective action and annotate the same. Then the CAR clerk will send a copy of the listing to the CA element of the appropriate Contract Administration Office (CAO) with annotations requiring action (e.g., Final Delivery Incorrect).

(18) Recap of Estimated FDD (by ACO) - One copy is distributed to the applicable CAO and one copy to the District Contract Administration Directorate. This report reflects the total number of estimated FDD contracts assigned to each ACO and the number of these which are 30 or more days past the estimated FDD.

(19) Recap of Estimated FDD (by Organization) - This report, which is prepared for both CAR part A and part B, shows each contract (in CAR format) which is 30 or more days past the estimated FDD.

(a) Part A. Send one copy to CAR clerk (for information only). Send one copy to the CA directorate and one copy to the applicable CAO (this distribution is optional with each District Contract Administration Directorate).

(b) Part B. Send one copy to CAR clerk. This report will be processed the same as the regular Delinquent Contractor List.

(20) Retention of Data - All records required in conjunction with processing the next CAR will be held until the next reporting period, then destroyed.

(21) In ADP preparation of the CAR, priority should be given to printing part D prior to printing parts A, B and C. After part D is printed, it should be reviewed to ensure that all required inputs, e.g., all CAD records, CLR records, final payment cards, etc., were included in the processing. This review can be made by using the computer console typewriter sheet and by comparing the current month product to the previous month product. If the current month totals appear reasonable, in terms of the previous month totals, and the console typewriter sheet reflects the input of the total data which are required, approval will then be given to print parts A, B and C.

2.1.2.14.3 EFFECTS OF TERMINATION ACTIONS

a. Upon receipt of a termination notice, move the contract to part A, section 2 of the CAR and in turn to section 3. Upon final payment or a zero final payment an NLA will be created and forwarded to the ACO. When the ACO processes the NLA and submits it to the finance office for input into the system a final PK9 will be issued. The contract will then automatically move to section 5 of the CAR.

b. On all complete terminations the finance office will input DLA Form 1317 with a D in field 1 of line 6. This input will delete all LISSR and subsequent schedule records for that contract number. It should be noted that no H lines will follow a G line with a D in field 1.

c. Partial - When the termination is partial and the nonterminated portion has not been completed, the contract will remain in part A, section 1. A termination notation will be entered via program UYCADE10. The terminated portion will be sent to the ACO. In the event final settlement or other actions remain to be performed on the termination portion, the ACO will advise the finance office to move the contract to section 3. Upon completion of all necessary administrative actions, the ACO will annotate the NLA as final and send it to the finance office or the CAO terminal for processing. Processing of the NLA will create a PK9 to the PCO and the contract will move to section 5.

d. Termination for Default, Complete or Partial - When a contract is completely terminated for default or if the nonterminated portion is physically complete, move the contract to part A, section 2. If the nonterminated portion is not completed, the contract will remain in part A, section 1 and subsequently move to part A, section 2 upon completion of the nonterminated portion. Upon completion of all necessary administrative actions, the ACO will notify the finance office via an annotated NLA. The finance office will deobligate remaining funds, process a zero final payment, or a G transaction, and process the NLA. Processing the NLA will cause a PK9 to be generated and transmitted to the PCO. The contract will move to section 5. Should an NLA be lost where there is no requirement for its generation, contract administration personnel must submit a DD Form 1593 to the finance office/CAO personnel.

e. Determination of CAR Section - The termination notice will normally be the basis for placement in part A, section 2 of the CAR, unless the ACO is aware that a notice of appeal is in process or an Armed Services Board of Contract Appeals (ASBCA) docket number has been assigned. In the latter cases, the ACO will direct that the contract be placed in section 3. If litigation develops after contract is placed in section 2, the ACO will notify the finance office or the CAO terminal to move the contract to section 3. It will be the responsibility of the ACO to determine the proper CAR section for terminations. Should an NLA be lost or where there is no requirement for its generation, contract administration personnel must submit a DD Form 1593 to the finance office/CAO personnel.

2.1.2.14.4 CONTRACT LEVEL CHANGES

a. The CAR section of the Contract Data Division is responsible for making contract file changes to the data. This is done with job UNAADE50.

b. Common Data Elements - The data input records have certain information that is identical and contained in each record. This information is the PIIN, SPIIN and CAO Code.

(1) The PIIN/SPIIN, CAO and ACRN are changed with job UNAADE50 and NEP records.

(2) Noncontrol elements on the other records are changed with either the overlay or net increase/decrease method.

(3) Control elements not changed with an NFP are changed with the addition00/deletion method.

c. Type Action Code - Action codes are defined as follows:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Add.
D	Delete.
Blank	Change.

2.1.2.15 UNKN70 - DD FORM 1716 TWX TRIGGER DELAYED INQUIRY REQUEST

a. GENERAL - This process allows the user to request that a manual DD Form 1716 TWX Trigger be produced using the information entered on this request screen and the data base. Report UNMA440A is the result of a valid request.

b. SCREEN FORMAT - The following is a sample screen format for UNKN70, Form 1716 TWX Trigger delayed inquiry request.

```
*****
UNKN70                      DD FORM 1716 TWX TRIGGER
CBUD:

      USER ID CODE:
      REQUEST DATE:
      ROUTING CODE:

      REQUESTER:

      ALL TWX LINES IND:      (ENTER X TO REPRODUCE ALL TWX LINES.)
      PCO CONTACT POINT:
(ENTER INFO WHICH WILL TELL THE RECEIPIENT WHO IS SENDING THE TWX.)
      WHERE TO SEND:          (A - TO ACO; R - TO YOU; T - TO PCO)
      PIIN:
      SPIIN:

      TWX LINE NUMBER RANGE

      BEGINNING TWX LINE NUMBER: (IF ONLY CERTAIN LINES ON THE TWX ARE TO
                                BE REPRODUCED, ENTER THE BEGINNING AND
      ENDING TWX LINE NUMBER:    ENDING LINE NUMBERS HERE. OTHERWISE,
                                ENTER THE X IN THE ALL LINES IND ABOVE.)
```

```
*****
                                FIGURE 2-18
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.

DATA ELEMENTSPECIAL INSTRUCTIONS

REQUESTER

REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made (i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

ALL TWX LINES
INDICATOR

ALL TWX LINES INDICATOR (1A) - When the requested DD Form 1716 TWX is to include all lines on the original system generated report for the contract specified below, an X is entered in this field. Otherwise, leave this field blank. The only acceptable entries are an X or blank.

PCO CONTACT POINT

PROCUREMENT CONTRACTING OFFICER CONTACT POINT (30A/N) - This field is used to identify the name and telephone number of the individual to be contacted regarding this TWX or report. The entry must be made only if where to send contains an A or T. This field must be blank if the action code is R. When the entry is required, any printable character is acceptable. The entry should begin in the leftmost position. Blanks are acceptable within the entry.

WHERE TO SEND

WHERE TO SEND CODE (1A) - This code is used to indicate where the DD Form 1716 TWX is to be routed. An A, R or T must be entered.

CODEEXPLANATION

A A DD Form 1716 Report will be generated and routed to the Administrative Contracting Officer (ACO) assigned to the contract in question. This report will be approved by the ACO so a future TWX can be sent.

R A DD Form 1716 Report will be generated and routed to the requester. This may be used to check the content of a future TWX Report.

T A DD Form 1716 Report will be generated and routed to the Purchasing Office.

PIIN

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number of the document for which the DD Form 1716 TWX is to be sent. Blanks are not acceptable. Positions 1-6 and 9-13 must be alphabetic and/or numeric. Positions 7 and 8 must be numeric.

DATA ELEMENTSPECIAL INSTRUCTIONS

SPIIN

SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the call/order number (four positions), call/order (four positions) and modification number (two positions) or modification number (six positions) when necessary. The entire field may be blank, positions 1 to 4 alpha and/or numeric, or all six positions alpha and/or numeric.

TWX LINE NUMBER RANGE

BEGINNING TWX
LINE NUMBER

BEGINNING TWX LINE NUMBER (5N) - When all lines reported have not been requested by entry of an X in the all line items indicator field, a range of lines from the original system generated report is entered. This field must contain the lowest line number to be considered in the range. Must be numeric; the system will right-justify and left-zero fill. The beginning line number must be less than the ending line number. When all report line have been requested, this field must be blank.

ENDING TWX LINE
NUMBER

ENDING TWX LINE NUMBER (5N) - When all report lines have not been requested by entry of an X in the all line items indicator field, the highest line number to be considered in the range must be entered in this field. When all report lines have been requested, this field must be blank. When an entry in the ending line number is required, it must be numeric. The system will right-justify and left-zero fill. The beginning line number must be less than the ending line number.

d. MESSAGES:

HMA

TWX LINE RANGE INVALID

The BEGINNING TWX LINE NUMBER is greater than the ENDING TWX LINE NUMBER entered. This is not acceptable. The lower number goes in the BEGINNING TWX LINE NUMBER field and the higher number in the ENDING TWX LINE NUMBER field.

HM2

MUST BE A, T OR R

WHERE TO SEND must contain A, T or R. No other entries are acceptable. Review instructions above for more specifics and correct the entry.

HM3

TWX LINE NUMBER RANGE INCOMPATIBLE WITH ALL LINES INDICATOR

ALL TWX LINES IND contains an X indicating that all lines originally reported on the system generated DD Form 1716 are to be reported on this requested DD Form 1716. Therefore, both the BEGINNING TWX LINE NUMBER and ENDING TWX LINE NUMBER must be blank. The cursor is located at one of these two range fields. It contains other than blanks. Erase the appropriate field - the all indicator or range field.

HM4 WHERE TO SEND INCOMPATIBLE WITH PCO CONTACT POINT

PCO CONTACT POINT may only be entered if the action code contains A or T. Correct the action code or erase the PCO CONTACT POINT whichever is necessary.

HM8 IF ENTERED, MUST BE FOUR OR SIX POSITION SPIIN

Enter the four position call/order number, six position call/order and modification number or six position modification number in the SPIIN field. The four or six positions entered must be alpha and/or numerics. Blanks are not acceptable within the entry.

HXG MUST BE X OR BLANK

The only acceptable entry in the ALL TWX LINES INDICATOR is an X or blank. If all line items are required to be on the generated report, enter an X. Otherwise, leave this field blank.

HXI MUST BE ALPHABETIC AND/OR NUMERIC - MUST BE FILLED

Positions 1-6 and 9-13 of the PIIN field must contain alphabetic and/or numeric characters only. The spaces provided by the system are not validated. Correct the portion of the PIIN at which the cursor is located.

HXJ MUST BE NUMERIC

Either positions 7 and 8 of the PIIN or the report line number range fields (BEGINNING TWX LINE NUMBER and ENDING TWX LINE NUMBER) are incorrect. These fields must be numeric. Blanks, alphas and special characters are not acceptable in positions 7 and 8 of the PIIN. The report line number fields are right-justified and left-zero filled by the system. (Note: Ignore the spaces provided by the system when counting positions.)

HXQ IF ENTERED, MUST BE ALPHA/NUMERIC - AND MUST BE FILLED

The SPIIN must contain four or six alpha and/or numeric characters. Therefore, when at least one alpha and/or numeric character has been entered in the first position of the SPIIN, four or six positions must contain alpha and/or numeric characters.

HXT INVALID PIIN, PIIN/SPIIN, PIIN/SPIIN/MOD

The contract or modification to a contract requested (PIIN/SPIIN) is not in the inventory file (MODV).

HXO MUST BE ENTERED, CANNOT BE BLANK

The REQUESTER and PIIN fields must contain other than blanks. The element at which the cursor is located contains blanks. Review the instructions above and correct the necessary entry. The cursor will be located at the element in error.

2.2.1.16 UNKA70 - OUTSTANDING REPORT REQUESTS

a. GENERAL - In order to determine what reports have been requested - online, the user must access the Outstanding Report Request menu, UNKA70. This menu is available by selecting function H on the Contract Management Master Menu, UNKA01. Users may view all requested reports or view report requests which they have made themselves or request a specific type of inquiry with the option to delete any request shown.

b. SCREEN FORMAT - The following is a sample screen format for the Outstanding Report Requests menu, UNKA70.

```
*****
UNKA70                                OUTSTANDING REPORT REQUEST

ROUTING CODE                          USER ID CODE:                      REQUEST DATE:

                                     COMPUTER BASED USER DOCUMENTATION
                                     DISPLAY REQUESTS FOR USER ID CODE ONLY
                                     DISPLAY REQUESTS FOR ALL USERS
                                     DISPLAY/DELETE  INQUIRY TYPE:

INQUIRY TYPES:
  A = SELECTIVE ABSTRACT/ILRO REPORT  J = CAR SELECTIVE
  B = CONTRACT ABSTRACT               K = MASTER INVENTORY
  C = RECONCILIATION                 L = MAF QA ATTRIBUTE DATA
  D = ENERGY CRISIS                 M = 1716 TWX TRIGGER
  E = STANDARD FORM 30               N = PRODUCTION PERSON WORKLOAD
  F = CONTRACT STATISTICS            Q = NEW CONTRACTS
  G = P. O. MODIFICATIONS             R = CLOSED HISTORY
  H = CONTRACT REFERENCE LIST         T = RDF HISTORY BY CONTRACT
                                     U = CONTRACTOR STATUS LIST
```

FIGURE 2-19

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
COMPUTER BASED USER DOCUMEN- TATION	COMPUTER BASED USER DOCUMENTATION INDICATOR (1A) - If information describing the Outstanding Report Request process is required by the user, enter an X in the indicator field alongside this selection. Otherwise, one of the other two functions must be selected and this indicator left blank.
DISPLAY REQUESTS FOR USER ID CODE ONLY	DISPLAY REQUESTS FOR USER ID ONLY INDICATOR (1A) - If the user wishes to view all requests made by him/herself (USER ID), an X will be entered in the indicator field to the left of this selection. Otherwise, one of the other three functions must be selected and this indicator left blank. Please note that requests may not be deleted if this selection is made.
DISPLAY REQUESTS FOR ALL USERS	DISPLAY ALL REQUESTS INDICATOR (1A) - When the user wishes to view all Delayed Inquiry Requests recorded, an X is entered in the indicator field alongside this selection. Otherwise, one of the other three functions must be selected and this indicator left blank. Please note that requests may not be deleted if this selection is made.
DISPLAY/DELETE	DISPLAY SPECIFIC TYPE REQUEST FOR DELETION INDICATOR (1A) - If the user wishes to review all requests for a specific inquiry (by Format Identifier Code) with the option to delete any displayed request, an X is entered in this field. Otherwise, one of the other three functions must be selected and this indicator left blank. When this field contains an X, the system takes the cursor to the Inquiry Type selection field which must be entered.
INQUIRY TYPE	INQUIRY TYPE SELECTION (1A) - When the DISPLAY/DELETE Indicator contains an X, this field must contain an alpha entry as shown on the screen. Only A-H, J-N and P-R are acceptable.

d. MESSAGES:

HXA	MUST BE ENTERED FOR SELECTION OPTION When the Display to Delete Indicator contains an X, this field must contain an alphabetic entry. Correct the function selection or enter the necessary Inquiry Type (request type).
HXX	INVALID INQUIRY TYPE The request type specified in the INQUIRY TYPE field must be A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R or S. Correct the entry as necessary. The screen relates the entry to type of request.

HX5 SELECT AN OPTION

The indicator field next to one of the options on this menu must contain an X. Four options are available - Computer Based User Documentation, Display Requests for USER ID Only, Display All Requests and Display/Delete. Enter an X by the desired function.

HX6 SELECT ONLY ONE OPTION

Only one of the function options described in the input instructions above may contain an X. Erase the unnecessary entry.

HX7 SELECT BY ENTERING AN X

The desired function is selected by entering an X in the indicator field next to the desired function. Something other than an X has currently been entered in the selection indicator at which the cursor is located. Change entry to an X.

2.1.2.17 UNKN71 - OUTSTANDING REPORT REQUEST FOR A USER

a. GENERAL - A user is provided an opportunity to review delayed inquiries requested by themselves. Only those requests pending for the users sign-on (USER ID) are displayed. A sufficient amount of information will be displayed to assist the user in identifying each request and to allow them to recognize duplications. Duplicates may be deleted by returning to UNKA70 and selecting the Display/Delete function and indicating the Inquiry Type (request type).

b. SCREEN FORMAT

```
*****
UNKN71                                OUTSTANDING REPORT REQUESTS
```

```
ROUTING CODE:      USER ID CODE:      REQUEST DATE:

NH  RQSTR                                VARIABLE DATA
```

```
*****
FIGURE 2-20
```

c. INPUT INSTRUCTIONS: No data entry is allowed on this screen.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
NH	FORMAT IDENTIFIER CODE (1A) - This field is system generated. It indicates which request was made by displaying the Format Identifier Code associated with the request. Codes relate to online screens as follows:

DATA ELEMENTSPECIAL INSTRUCTIONSFICSCREEN NUMBER/TITLE

NHA	UNKN10 - Industrial Labor Relations Report Request (Inquiry Type 15 only) UNKN15 - Selected Abstract (all other Inquiry Types)
NHB	UNKN20 - Contract Abstract
NHC	UNKN45 - Contract Reconciliation
NHD	UNKN30 - Energy Crisis
NHE	UNKN50 - Standard Form 30
NHF	UNKN25 - Contract Statistics
NHG	UNKN55 - Purchase Office Modifications
NHH	UNKN05 - Contract Reference List
NHJ	UNKN60 - Contract Administrative Report Request
NHK	UNKN40 - Master Inventory
NHL	UNKN65 - MAF QA Attribute Data
NHM	UNKN70 - DD Form 1716 TWX Trigger
NHN	UNKR10 - Production Person Workload Report Request
NHP	UNKR36 - Contracts By Contractor
NHR	UNKN38 - New Contracts
NHS	UNKN37 - Closed History
NHT	UNKR39 - RDF History by Contract
NHU	UNKN39 - Contractor Status List

RQSTR

REQUESTER (4A/N) - This field allowed the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. The system will generate the entry made with each of the requests displayed.

VARIABLE DATA

VARIABLE DATA (60A/N) - Generated by the system for each request recorded. The information provided in this field will have a one to five position heading followed by an equal sign (=) and the type of data entered for the field indicated by the heading. The data provided for each inquiry are as follows:

DATA ELEMENTSPECIAL INSTRUCTIONS

<u>FIC</u>	<u>DATA PROVIDED</u>
NHA	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TY (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHB	PIIN/SPIIN (Contract Number selected).
NHC	INQ-KYS (K), OT-BAL-BRT (OBB), UNDEF-ACRN-IND (UA), FP-EXCL-SUB-IND (FES), FP-INCL-SUB-IND (FIS), ABST-PRT-OPT-IND (APO).
NHD	RQST-LEV (L), INQ-KYS (K).
NHE	INQ-TYP (T), PIIN/SPIIN & CLIN RANGE (BEG/END).
NHF	"CONTRACT STATISTICS HAVE BEEN REQUESTED".
NHG	RQST-LEV (L), BA (BA), MIN-AGE-RNG (MIN), DATE RECEIPT RANGE (BEG-DT & END-DT).
NHH	INQ-TP (T), RQST-LEV (L), ACTIVITY DATE RANGE (BEG-DT & END-DT).
NHJ	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TP (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHK	INQ-TP (T), INQ-KYS (K).
NHL	INQ-TP (T), INQ-KYS (K).
NHM	PIIN/SPIIN (Contract number selected), BEG-LI-NO (BEG-LI), END-LI-NO (END-LI).
NHN	IS/CMA (IS/CMA), BEG-DT, END-DT.
NHP	CAGE.
NHR	ORG-CD (ORG), New Contract Receipt Date Range (BEG-DT & END-DT).
NHS	ACO-CD (ACO), Closed Date Range (BEG-DT & END-DT).
NHT	RQST-LEVEL (L), Additional Limitations (BEG-TRANS-DT and END-TRANS-DT).
NHU	CAGE.

2.1.2.18 UNKN72 - OUTSTANDING REPORT REQUESTS (COMPLETE LIST)

a. GENERAL - A user is provided an opportunity to review delayed inquiries requested online by everyone who has made a request. A sufficient amount of information will be displayed to assist the user in identifying each request and to allow them to recognize duplications.

b. SCREEN FORMAT

```
*****
UNKN72                OUTSTANDING REPORT REQUESTS
```

```
ROUTING CODE:        USER ID CODE:        REQUEST DATE:

RQST  RQSTD-BY        VARIABLE DATA
```

```
*****
FIGURE 2-21
```

c. INPUT INSTRUCTIONS: No data entry is allowed on this screen.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
RQST	REQUEST INDENTIFIER CODE (1A) - This field is system generated. It indicates which request was made by displaying the Format Identifier Code associated with the request. These codes relate to the same request formats provided for Phase II, Segment 1/X selection of these overnight reports via Four-Phase batch data entry except for the last five which are new. Codes relate to online screens as follows:

DATA ELEMENTSPECIAL INSTRUCTIONSFICSCREEN NUMBER/TITLE

NHA	UNKN10 - Industrial Labor Relations Report Request (Inquiry Type 15 only) UNKN15 - Selected Abstract (all other Inquiry Types)
NHB	UNKN20 - Contract Abstract
NHC	UNKN45 - Contract Reconciliation
NHD	UNKN30 - Energy Crisis
NHE	UNKN50 - Standard Form 30
NHF	UNKN25 - Contract Statistics
NHG	UNKN55 - Purchase Office Modifications
NHH	UNKN05 - Contract Reference List
NHJ	UNKN60 - Contract Administrative Report Request
NHK	UNKN40 - Master Inventory
NHL	UNKN65 - MAF QA Attribute Data
NHM	UNKN70 - DD Form 1716 TWX Trigger
NHN	UNKR10 - Production Person Workload Report Request
NHP	UNKN36 - Contracts by Contractor
NHR	UNKN38 - New Contracts
NHS	UNKN37 - Closed History
NHT	UNKR39 - RDF History by Contract
NHU	UNKN39 - Contractor Status List

RQSTD-BY

USER ID OF REQUESTER (8A/N) - The system generates the User Identification Code of the individual who made the request. This is the code used when signing on the online system.

VARIABLE DATA

VARIABLE DATA (60A/N) - Generated by the system for each request recorded. The information provided in this field will have a one to five position heading followed by an equal sign (=) and the type of data entered for the field indicated by the heading. The data provided for each inquiry are as follows:

DATA ELEMENTSPECIAL INSTRUCTIONS

<u>FIC</u>	<u>DATA PROVIDED</u>
NHA	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TP (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHB	PIIN/SPIIN (Contract Number selected).
NHC	INQ-KYS (K), OT-BAL-BRT (OBB), UNDEF-ACRN-IND (UA), FP-EXCL-SUB-IND (FES), FP-INCL-SUB-IND (FIS), ABST-PRT-OPT-IND (APO).
NHD	RQST-LEV (L), INQ-KYS (K).
NHE	INQ-TYP (T), PIIN/SPIIN & CLIN RANGE (BEG/END).
NHF	CONTRACT STATISTICS HAVE BEEN REQUESTED.
NHG	RQST-LEV (L), BA (BA), MIN-AGE-RNG (MIN), DATE RECEIPT RANGE (BEG-DT & END-DT).
NHH	INQ-TP (T), RQST-LEV (L), ACTIVITY DATE RANGE (BEG-DT & END-DT).
NHJ	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TP (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHK	INQ-TP (T), INQ-KYS (K).
NHL	INQ-TP (T), INQ-KYS (K).
NHM	PIIN/SPIIN (Contract number selected), BEG-LI-NO (BEG-LI), END-LI-NO (END-LI).
NHN	IS/CMA (IS/CMA), BEG-DT, END-DT.
NHP	CAGE.
NHR	ORG-CD (ORG), New Contract Receipt Date Range (BEG-DT & END-DT).
NHS	ACO-CD (ACO), Closed Date Range (BEG-DT & END-DT).
NHT	RQST-LEVEL (L), Additional Limitations (BEG-TRANS-DT and END-TRANS-DT).
NHU	CAGE.

a. GENERAL - A user is provided an opportunity to review delayed inquiries requested online by everyone who has made a request and to delete any request shown. The delete option is included so that duplicate requests may be identified and deleted. A sufficient amount of information will be displayed to assist the user in identifying each request and to allow them to recognize duplications.

 UNKN7X OUTSTANDING REPORT REQUESTS WITH DELETE

 FIGURE 2-22

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ROUTING CODE	ROUTING CODE (2A/N) - The routing code is carried forward from the initial delayed inquiry selection menu. No input is required.
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUEST DATE	REQUEST DATE (6A/N) - This date represents the date the request was made. It is generated by the system using the current date (today's date not the cycle date). No entry is required.
NH	FORMAT IDENTIFIER CODE (1A) - This field is system generated. It indicates which request was made by displaying the Format Identifier Code associated with the request. Codes relate to online screens as follows:

DATA ELEMENTSPECIAL INSTRUCTIONSFICSCREEN NUMBER/TITLE

NHA	UNKN10 - Industrial Labor Relations Report Request (Inquiry Type 15 only) UNKN15 - Selected Abstract (all other Inquiry Types)
NHB	UNKN20 - Contract Abstract
NHC	UNKN45 - Contract Reconciliation
NHD	UNKN30 - Energy Crisis
NHE	UNKN50 - Standard Form 30
NHF	UNKN25 - Contract Statistics
NHG	UNKN55 - Purchase Office Modifications
NHH	UNKN05 - Contract Reference List
NHJ	UNKN60 - Contract Administrative Report Request
NHK	UNKN40 - Master Inventory
NHL	UNKN65 - MAF QA Attribute Data
NHM	UNKN70 - DD Form 1716 TWX Trigger
NHN	UNKR10 - Production Person Workload Report Request
NHP	UNKN36 - Contracts by Contractor
NHR	UNKN38 - New Contracts
NHS	UNKN37 - Closed History
NHT	UNKR39 - RDF History by Contract
NHU	UNKN39 - Contractor Status List

RQSTR

REQUESTER (4A/N) - This field allowed the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. The system will generate the entry made with each of the requests displayed.

VARIABLE DATA

VARIABLE DATA (60A/N) - Generated by the system for each request recorded. The information provided in this field will have a one to five position heading followed by an equal sign (=) and the type of data entered for the field indicated by the heading. The data provided for each inquiry are as follows:

DATA ELEMENTSPECIAL INSTRUCTIONSFICDATA PROVIDED

NHA	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TY (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHB	PIIN/SPIIN (Contract Number selected).
NHC	INQ-KYS (K), OT-BAL-BRT (OBB), UNDEF-ACRN-IND (UA), FP-EXCL-SUB-IND (FES), FP-INCL-SUB-IND (FIS), ABST-PRT-OPT-IND (APO).
NHD	RQST-LEV (L), INQ-KYS (K).
NHE	INQ-TYP (T), PIIN/SPIIN & CLIN RANGE (BEG/END).
NHF	CONTRACT STATISTICS HAVE BEEN REQUESTED.
NHG	RQST-LEV (L), BA (BA), MIN-AGE-RNG (MIN), DATE RECEIPT RANGE (BEG-DT & END-DT).
NHH	INQ-TP (T), RQST-LEV (L), ACTIVITY DATE RANGE (BEG-DT & END-DT).
NHJ	PRI-INQ-TP (PT), PRI-INQ-KYS (PK), SEC-INQ-TP (ST), SEC-INQ-KYS (SK), RQST-LEV (L).
NHK	INQ-TP (T), INQ-KYS (K).
NHL	INQ-TP (T), INQ-KYS (K).
NHM	PIIN/SPIIN (Contract number selected), BEG-LI-NO (BEG-LI), END-LI-NO (END-LI).
NHN	IS/CMA (IS/CMA), BEG-DT, END-DT.
NHP	CAGE.
NHR	ORG-CD (ORG), New Contract Receipt Date Range (BEG-DT & END-DT).
NHS	ACO-CD (ACO), Closed Date Range (BEG-DT & END-DT).
NHT	RQST-LEVEL (L), Additional Limitations (BEG-TRANS-DT and END-TRANS-DT).
NHU	CAGE.

D

DELETE INDICATOR (1A) - If the user wishes to delete the delayed inquiry request, a D must be entered in this field. Otherwise, leave this field blank.

d. MESSAGES:

HXD TO DELETE A REQUEST, ENTER A D IN THE DELETE FIELD

The acceptable entry to the Delete Indicator field (D) is a D. This field indicated by the cursor position contains something else. If the request is to be deleted, correct entry to a D. Otherwise, erase the entry.

2.1.2.20 UNKN65 - MAF QA ATTRIBUTE DATA DELAYED INQUIRY REQUEST

a. GENERAL - Users may request a listing of address records on the main address file (ADRS) which have one of the Quality Assurance (QA) attributes shown below. Either report UNMD110A, MAF QA Attribute Data Inquiry - Code to Name, or UNMD110B, MAF QA Attribute Data Inquiry - Name to Code, are the results of valid inquiry requests.

b. SCREEN FORMAT - The following is sample screen format for MAF QA Attribute Data Delayed Inquiry request, UNKN65.

```
*****
UNKN65                      MAF QA ATTRIBUTE DATA
CBUD:

REQUESTER:                  ROUTING CODE:                  USER ID CODE:
                           REQUEST DATE:

        PROVIDE MAF DATA FOR (SELECT ONE WITH AN X)

        SELECT A SPECIFIC DODAAC:                  AND ENTER THE DODAAC:

SELECT A SPECIFIC QA ORGANIZATION:                  AND ENTER THE QA ORG CODE:

        SELECT A SPECIFIC FACILITY TYPE:                  AND ENTER THE FACILITY TYPE: (N/R)

SELECT A SPECIFIC COMMODITY CODE:                  AND ENTER THE COMMODITY CODE:

        SELECT A SPECIFIC CONTRACTOR:                  AND ENTER THE CAGE/H8:
```

```
*****
                        FIGURE X-X
```

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INTRUCTIONS</u>
USER ID CODE	USER IDENTIFICATION CODE (8A/N) - This code is carried forward from the ENTIRE sign-on screen. No entry is required or allowed.
REQUESTER	REQUESTER (5A/N) - This field allows the user to identify more concisely the individual or group to whom the requested hard copy report is to be delivered. Entries to this field must be made

DATA ELEMENT

SPECIAL INSTRUCTIONS

(i.e., may not be completely blank). Any printable characters are allowed. The field does not have to be entirely filled but at least one position must contain a printable character.

ROUTING CODE

ROUTING CODE (2A/N) - This routing code is carried forward from the initial delayed inquiry selection menu. No input is required.

REQUEST DATE

REQUEST DATE (6A/N) - this data represents the data the request was made. It is generated by the system using the current date (today's data not the cycle date). No entry is required.

PROVIDE MAF DATA FOR (SELECT ONE WITH AN X)

SELECT A

SPECIFIC DODAAC

SELECT FOR A SPECIFIC DODAAC INDICATOR (1A) - If only those address records for a specific Contract Administration Office (by DoDAAC) are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the five selection indicators must contain an X. When this field is entered, the code of the DoD Activity to be considered must be entered in the field provided to the right.

AND ENTER THE

DODAAC

DoD ACTIVITY ADDRESS CODE SELECTION (6A/N) - Enter the DoDAAD code of the Contract Administration Office to be considered by the report program. This Activity code must be on validation table TBO163. All six positions must contain alphas and/or numerics.

SELECT A

SPECIFIC QA
ORGANIZATION

SELECT A SPECIFIC QA ORGANIZATION INDICATOR (1A) - If only those address records which have a specified Quality Assurance (QA) Organization code are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the five selection indicators must contain an X. When this field is entered, the code of the QA Organization to be considered must be entered in the field provided to the right.

AND ENTER THE

QA ORG CODE

QUALITY ASSURANCE ORGANIZATION CODE SELECTION (2A/N) - Enter the code of the Quality Assurance (QA) Organization to be considered by the report program. A valid QA Organization code is alpha.

DATA ELEMENT

SPECIAL INSTRUCTIONS

and/or numeric. The QA Organization Code must match validation table TB0176 (this is a QA MIS table).

SELECT A
SPECIFIC
FACILITY TYPE

SELECT A SPECIFIC FACILITY TYPE INDICATOR (1A) - If only the address records for a specified Facility Type are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the five selection indicators must contain an X. When this field is entered, the code of the Facility Type to be considered must be entered in the field provided to the right.

AND ENTER THE
FACILITY TYPE

FACILITY TYPE SELECTION (2A/N) - Enter the code which indicates the appropriate Facility Type as follows:

N - A Nonresident facility.
R - A Resident facility.

SELECT A
SPECIFIC
COMMODITY CODE

SELECT A SPECIFIC COMMODITY CODE INDICATOR (1A) - If only the address records which have a specified Commodity Code are to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the five selection indicators must contain an X. When this field is entered, the appropriate commodity code to be considered must be entered in the field provided to the right.

AND ENTER THE
COMMODITY CODE

COMMODITY CODE SELECTION (2A/N) - Enter the code which indicates the appropriate Commodity Code to be considered. A valid commodity code has A, B, C, E, F, G, H, L, M, N, P, S, U, W or X in position 1 and any alpha or numeric character in position 2.

SELECT A
SPECIFIC
CONTRACTOR

SELECT A SPECIFIC CONTRACTOR INDICATOR (1A) - If only the address record for a specified contractor (CAGE or H8) is to be considered, enter an X in this field. This field must contain an X or be blank. At least one of the five selection indicators must contain an X. When this field is entered, the code of the contractor to be considered must be entered in the field provided to the right.

DATA ELEMENTSPECIAL INSTRUCTIONS

AND ENTER THE
CAGE/H8

CAGE/H8 SELECTION (2A/N) - Enter the code which indicates the appropriate contractor to be considered. A five position alpha and/or numeric code is entered. The code entered must be on the main address file (ADRS).

d. MESSAGES:

HL3 KEY INVALID FOR SELECTED OPTION

This message indicates that the entry in the selection key field (begins AND ENTER) is not the proper length for the selection option chosen (with an X) or that the characters entered are not alphas and/or numerics. The cursor will be positioned at the selection key in error. See the instructions above for both fields and correct as necessary.

HL4 INVALID DODAAC

When SELECT A SPECIFIC DoDAAC contains an X, AND ENTER THE DoDAAC must contain a valid DoDAAC which is on validation Table TB0163. However, the code entered is not on the table. Correct the entry as necessary. If the OTIS shop has not yet added the DoDAAC to the table, contact OTIS through your supervisor to determine what has caused the delay.

HL5 INVALID QA ORG CD

The AND ENTER THE QA ORG CODE field must contain a valid QA Organization code if SELECT A SPECIFIC QA ORGANIZATION contains an X. The code must be on validation Table TB0176. However, the code entered is not on this table. Correct the entry as necessary. If the OTIS shop has not yet added the QA Organization code to the table, contact OTIS through your supervisor to determine what has caused the delay.

HXE INVALID CAGE

A valid contractor (H8) code must be entered in AND ENTER THE CAGE/H8 if SELECT A SPECIFIC CONTRACTOR contains an X. This code must also be on the address file (ADRS). The code actually entered in this field is not on the address file. Correct the entry as necessary. If the code is valid, contact the MAF Clerk through locally determined channels to determine why the code has not yet been added to the address file.

HXO MUST BE ENTERED - CANNOT BE BLANK

An entry must be made in the REQUESTER field. Any printable character (except blank) is acceptable. At least one character must be entered. Correct as necessary.

HX5 SELECT AN OPTION

None of the selection options (all begin SELECT) contains an X. Select the necessary option.

HX6 SELECT ONLY ONE OPTION

Only one of the five available selection options (all begin SELECT) may contain an X. Currently more than one contains an X. Erase the unnecessary selection option(s). If an additional selection is required, a separate request must be made for each option.

HX7 SELECTION BY ENTERING AN X

Only one of the selection options (all begin SELECT) contains an entry. At least one of the five options shown must be selected. Enter an X in the appropriate selection option.

HX9 MUST BE BLANK - CANNOT BE ENTERED FOR OPTION SELECTED

A selection key (begins and ENTER) which pertains to a selection option other than the one selected (X'ed) contains data. Using the erase key (ERASE EOF), erase the entry in the field at which the cursor is located. If this selection is required, an X must be entered in the selection indicator field (begins FROM or FOR) for this selection key (directly to the left of the field in error). Then the other selection option and selection key also entered must be erased. Only one selection option must be made for a request. Each selection option requires a separate request.

2.1.3 OUTPUT PRODUCTS

Required information can be retrieved from the data base, in differing hard copy formats, after the next batch cycle processes. The delayed inquiry capability provides management and functional personnel more flexibility, makes desired information available sooner and therefore aids the requesters in fulfilling their respective missions. The following paragraphs discuss each of the reports generated from the delayed inquiry processing. Each report paragraph has three separate sections:

- a. Report Data Summary - Provides an overall description of the use, frequency, and additional report details.
- b. Sample reports are shown in part 16 of this manual.
- c. The report element descriptions for each data element existing on the particular report are found in part 16 of this manual.

2.1.3.1 UNMD010A - DELAYED INQUIRY REJECTION REPORT

DATA SUMMARY

PURPOSE:	This report is used to identify the rejected inquiry(ies). The report will consist of an image of the rejected inquiry, a description of the error conditions), the requester and the Contract Administration Office.
SOURCE OF DATA	Inquiry Transaction
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Necessary - As Determined Locally
ADDITIONAL INFORMATION:	This report is produced each time an inquiry is rejected. The report will also identify the position(s) of the inquiry record which contained erroneous/invalid data. The rejected inquiry must be corrected and reentered into the system.
SORT SEQUENCE:	Contract Administration Office Organization Code
PAGE BREAK:	The page break occurs on each inquiry.

2.1.3.2 UNMD040D - CONTRACT ABSTRACT - INQUIRY REQUESTED

DATA SUMMARY

PURPOSE:

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: PIIN/SPIIN

PAGE BREAK: PIIN/SPIIN

2.1.3.3 UNMD040C - CONTRACT ABSTRACT - RECONCILIATION

DATA SUMMARY

PURPOSE:	To provide visibility to the financial elements of contractual terms and conditions for those contracts that did not pass the reconciliation of contracts validation.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN

2.1.3.4 UNMD030D - RECONCILIATION OF UNLIQUIDATED OBLIGATIONS

DATA SUMMARY

PURPOSE:	To identify contracts which are out-of-balance at either contract or ACRN level. This report will also serve as an inquiry.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN
TOTAL:	TOTALS by Unliquidated Obligation, Extended Value Unshipped, Accrued Expenditures, Total Extended Value, and Amount Out-of-Balance.

ADDITIONAL INFORMATION:

a. Report UNMD030A is produced as a result of an internal adjustment and report UNMD030D as a result of an inquiry. Internal adjustments are defined as changes to money amounts or quantities resulting from modifications or corrections.

b. The changes which cause the automatic generation of this report are further defined as:

- (1) Obligation amount (N_D, positions 45-54).
- (2) Unit Price (N_E, positions 54-64).
- (3) ACRN (N_G, positions 56-57).
- (4) Quantity (N_E, positions 44-51).

c. The report will be generated to ensure that the ACRN level unliquidated obligation remains equal to the extended value of the undelivered items (for that ACRN) plus any accrued expenditures for those line items.

d. Differences of 1% or more are considered out-of-balance.

e. If a special ACRN is present, the contract totals only will be provided for review.

2.1.3.5 UNMD080A - PRODUCTION STATUS ENERGY CRISIS REQUEST

DATA SUMMARY

PURPOSE:	To provide a listing of CAO section 1 assigned surveillance category/codes 1, 2, 3 or 6.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Necessary - As Determined Locally
ADDITIONAL INFORMATION:	Report UNMD080A will show Contract Line Item Level and Schedule Level totals by Contract Line Item Number. This inquiry can be processed at the following levels: District, Contract Administration Office Organization Code, and Administrative Contracting Officer. The resulting product will list those DX rated contracts at the requested level for the requested state(s).
SORT SEQUENCE:	Requester/CAO Code/Contractor/PIIN/SPIIN/CLIN/ELIN
PAGE BREAK:	The page break occurs when the page is full or for a change in requester.

2.1.3.6 UNMD100A AND UNMD100B - GENERATED STANDARD FORM 30 ACO MODS

DATA SUMMARY

PURPOSE: To provide system generated skeletal Standard Forms 30 for delivery extensions and unpriced order modifications. Report UNMD100B will be used for the continuation sheet and any negative report.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Form 30 and Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: CAO/Requester/PIIN/SPIIN

PAGE BREAK: A page break occurs when:

- a. The page is full, and
- b. At the following levels:
 - (1) Procurement Instrument Identification Number.
 - (2) Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number.

2.1.3.7 UNMD070A - REQUESTED CONTRACT STATISTICAL DATA REPORT

DATA SUMMARY

PURPOSE: To serve as a listing of the updated Contract Level Master File. This inquiry contains the totals of contracts in various descriptive categories by Service.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: CAO Code

PAGE BREAK: Change in CAO Code

TOTAL: Total number of contracts by Subclassification (e.g., section 1, Received to Date, etc.)

ADDITIONAL INFORMATION:

- a. This report is produced by a request for Contract Level Statistics.
- b. A complete list of categories is described below:
 - (1) Part A and B Prime Procurement Instruments - Prime Administration.
 - (2) Part A Prime Procurement Instruments - Support Administration.
 - (3) Part A Subprocurement Instruments - Support Administration.
 - (4) Part B Prime Procurement Instruments - Prime Administration Under \$100,000.
 - (5) Part A and C Prime Procurement Instruments - Support Administration.
 - (6) Part A and C Subprocurement Instruments - Support Administration.
 - (7) Procurement Instruments Assigned for Payment Only - Assignment Code G.
 - (8) Total Procurement Instruments On Hand.
 - (9) Procurement Instruments under Production Surveillance.
 - (10) Prime Administration Unilateral Contracts.

c. Within each of the above categories the report must show the total number of contracts in the data base for the Contract Administration Reporting Section Numbers specified. These counts will be stratified by Service as follows (counts will be made to six positions):

- (1) Total Number of Army Contracts.
- (2) Total Number of Navy Contracts.
- (3) Total Number of Air Force Contracts.
- (4) Total Number of DLA Contracts.
- (5) Total Number of NASA Contracts.
- (6) Total Number of Contracts Other Than Above.
- (7) Total Number of Contracts.

2.1.3.8 UNMD050A - PURCHASE OFFICE LIST MODIFICATIONS

DATA SUMMARY

PURPOSE:	To provide a listing of modifications received during the month reflecting mail time from the Purchasing Office to the DCMD.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Routing Code/Buying Activity Code/Sequence Number/PIIN/Contract MOD Number
PAGE BREAK:	Page break occurs when the Buying Activity Code changes.
TOTAL:	Modification Age Range in days totaled by Buying Activity.

2.1.3.9 UNMD140A - CONTRACT REFERENCE LIST BY TD

DATA SUMMARY

PURPOSE:	To provide a listing showing an inventory of all contracts by Terminal Digit sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Break occurs when the page is full.

2.1.3.10 UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION

DATA SUMMARY

PURPOSE:	To provide a listing showing an inventory of all contracts by Contract Administration Office Organization sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	Page break is by CAO Code or when the page is full.

2.1.3.11 UYCM02 - SB/LSA PART A, SECTION 1

DATA SUMMARY

PURPOSE:	To provide a listing to the requester for contracts containing SB/LSA clauses (R9 Remarks 32) .
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Page is full or change in ORG.
TOTAL:	Totals by ORG for the following: Part A SB/LSA Contracts Part B SB/LSA Contracts Single Function Administration Multifunction Administration Total Part A and B SB/LSA Contracts District Totals of all categories for all ORGs.

2.1.3.12 UYCM52 - SB/LSA PART A, SECTION 1 (DOE)

DATA SUMMARY

PURPOSE: To provide a listing to the requester for all Department of Energy (DOE) contracts containing SB/LSA clauses (R9 Remark 32).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: ORG Code/CAGE/PIIN/SPIIN

PAGE BREAK: Page is full or change in ORG.

TOTAL: Totals by ORG for the following:

- Part A DOE SB/LSA Contracts
- Part B DOE SB/LSA Contracts
- Single Function Administration
- Multifunction Administration
- Total Part A and B DOE SB/LSA Contracts

District totals of all categories for all ORGs.

2.1.3.13 UYCM03 - OVERAGE PART A, SECTION 2

DATA SUMMARY

PURPOSE:	To provide a listing to the physically completed contracts which were not closed within the time periods allowed for contract closing.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	When page is full or change in ORG.
TOTAL:	None printed based on UYCM03 inquiry. However, if UYCM03 and UYCM04 are requested, totals for both reports will be shown on UYCM04 Summary Totals page.

2.1.3.14 UYCM53 - OVERAGE PART A, SECTION 2 (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the Department of Energy (DOE) physically completed contracts which were not closed within the time periods allowed for contract closing.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or page is full.
TOTAL:	None printed based on UYCM53 inquiry. However, if UYCM53 and UYCM54 are requested the totals for both reports will be shown on UYCM54 Summary Totals page.

2.1.3.15 UYCM04 - OVERAGE PART B, SECTION 2

DATA SUMMARY

PURPOSE:	To provide a listing of the part B section 2 CAR contracts that are physically completed but were not closed within the time periods allowed for contract closing.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code.
TOTAL:	Totals by ORG for the following: Part A Overage Contracts Part B Overage Contracts Single Function Administration Multifunction Administration Total Part A and B Overage Contracts District totals of all categories for all ORGs.

2.1.3.16 UYCM54 - OVERAGE PART B, SECTION 2 (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the DOE part B section 2 CAR contracts that are physically completed but were not closed within the time periods allowed for contract closing.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code.
TOTAL:	Totals by ORG for the following: Part A DOE Overage Contracts Part B DOE Overage Contracts Single Function Administration Multifunction Administration Total Part A and B Overage Contracts District totals of all categories for all ORGs.

2.1.3.17 UYCM06 - PURCHASE OFFICE LIST

DATA SUMMARY

PURPOSE:	To provide a means of measuring and evaluating contract transit times.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Service Code/Buying Activity Code/PIIN/ SPIIN
PAGE BREAK:	When page is full.
TOTAL:	Count of age by days - computed between effective and received date, count for each buying activity of total contract in groups of age 0-20, 21-30, 31-59, 60-89, 90 and over; also, the same at District level.

2.1.3.18 UYCM56 - PURCHASE OFFICE LIST (DOE)

DATA SUMMARY

PURPOSE:	To provide a means of measuring and evaluating Department of Energy (DOE) contract transit times.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Input Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Service Code/Buying Activity Code/PIIN/ SPIIN
PAGE BREAK:	When page is full.
TOTAL:	Count of age by days - computed between effective and received date, count for each buying activity of total contract in groups of age 0-20, 21-30, 31-59, 60-89, 90 and over; also, the same at District level.

2.1.3.19 UYCM07 - CLASSIFIED CONTRACT LISTING

DATA SUMMARY

PURPOSE:	Provides information on contracts requiring access to classified information by a contractor or his employees.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or when page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.20 UYCM57 - CLASSIFIED CONTRACT LISTING (DOE)

DATA SUMMARY

PURPOSE:	To provide information on Department of Energy (DOE) contracts requiring access to classified information by a contractor or his employees.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or when page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.21 UYCM08* - R, D, T AND E CONTRACTS

DATA SUMMARY

PURPOSE:	To provide a listing of Research, Development, Testing and Evaluation contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/Contractor Name/PIIN/SPIIN/ACO Code
PAGE BREAK:	Change in ORG Code or when page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

*This report is not presently available. Not programmed.

2.1.3.22 UYCM58* - R, D, T AND E CONTRACTS (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the Department of Energy (DOE) Research, Development, Testing and Evaluation contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/Contractor Name/PIIN/SPIIN/ACO Code
PAGE BREAK:	Change in ORG Code or when page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

*This report is not presently available. Not programmed.

2.1.3.23 UYCM10 - SECTION 5 CONTRACTS MOVING TO SECTION 4 IN EOM PURGE

DATA SUMMARY

PURPOSE:	To provide a listing of contracts that are in CAR section 5, indicating all administrative work has been completed, but are being moved to section 4 because the unliquidated dollar value or the progress payment amount is not zero.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
ADDITIONAL INFORMATION:	The requester should be aware that this report, if obtained prior to last cycle of month, will show contracts still in section 5 that may be shown on other reports as being in section 4 because the program is structured to show the contracts as moving from section 5 to section 4 in an end of the month move.
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories. Additionally District totals for obligation amounts.

2.1.3.24 UYMC60 – SECTION 5 CONTRACTS MOVING TO SECTION 4 IN EOM PURGE (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of DOE contracts that are in CAR section 5, indicating all administrative work has been completed, but are being moved to section 4 because the unliquidated dollar value or the progress payment amount is not zero.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When the page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories. Additionally District totals for obligation amounts.
ADDITIONAL INFORMATION:	The requester should be aware that this report, if obtained prior to last cycle of month, will show contracts still in section 5 that may be shown on other reports as being in section 4.

2.1.3.25 UYCM11 - SECTION 5 CLOSED CONTRACTS - PIIN SEQUENCE

DATA SUMMARY

PURPOSE:	To provide a listing of contracts in PIIN/SPIIN sequence which have been closed during the reporting period and both the unliquidated dollar value and progress payment amounts are zero.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When the page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.26 UYCM61 - SECTION 5 CLOSED CONTRACTS - PIIN SEQUENCE (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of all DOE contracts in PIIN/SPIIN sequence which have been closed during the reporting period and both the unliquidated dollar value and progress payment amounts are zero.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When the page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.27 UYCM12 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE

DATA SUMMARY

PURPOSE:	To provide a consolidated list of contracts closed, to facilitate the closeout of contract files and updating of current reference files by COF.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When the page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.28 UYCM62 - SECTION 5 CLOSED CONTRACTS - ORGANIZATION SEQUENCE (DOE)

DATA SUMMARY

PURPOSE:	To provide a consolidated list of DOE contracts closed, to facilitate the closeout of contract files and updating of current reference files by COE.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	When the page is full.
TOTAL:	Summary page totals by ORG Code for part A, part B, Single Function, Multifunction and District totals for all categories.

2.1.3.29 UYCM13 - ZERO BALANCE PART A, SECTION 1

DATA SUMMARY

PURPOSE:	To provide the finance office and the ACO with a list of zero balance contracts in order to facilitate closeout.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Count of zero and negative unliquidated dollar value contracts by ACO Code, ORG Code and District. Also, summary page TOTALs by ORG for part A, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.30 UYCM63 - ZERO BALANCE PART A, SECTION 1

DATA SUMMARY

PURPOSE:	To provide the finance office and the ACO with a list of the Department of Energy zero balance contracts in order to facilitate closeout.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Count of zero and negative unliquidated dollar value contracts by ACO Code, ORG Code, and District. Also, summary page TOTALs by ORG for part A, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.31 UYCM14 - DELINQUENT PART A, SECTION 1

DATA SUMMARY

PURPOSE:	To provide a list highlighting those contracts on which the schedule date for delivery of supplies or performance of services has expired.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Delinquent count 30-59 and 60 and over days, by ACO, by CAR Part within ORG, and by ORG Code, Summary Page, TOTALs by ORG Code for part A and B, Single Function, Multifunction, also, same for District.

2.1.3.32 UYCM64 - DELINQUENT PART A, SECTION 1 (DOE)

DATA SUMMARY

PURPOSE:	To provide a list highlighting those Department of Energy (DOE) contracts on which the schedule date for delivery of supplies or performance of services has expired.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Delinquent count 30-59 and 60 and over days, by ACO, by CAR Part within ORG, and by ORG Code, Summary Page, TOTALs by ORG Code for part A and B, Single Function, Multifunction, also, same for District.

2.1.3.33 UYCM15 - DELINQUENT PART B, SECTION 1

DATA SUMMARY

PURPOSE:	To provide a list highlighting those contracts on which the schedule date for delivery of supplies or performance of services has expired.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Delinquent count 30-59 and 60 and over days, by ACO, by CAR Part within ORG, and by ORG Code, Summary PAGE, TOTALs by ORG Code for part A and B, Single Function, Multifunction, also, same for District.

2.1.3.34 UYCM65 - DELINQUENT PART B, SECTION 1 (DOE)

DATA SUMMARY

PURPOSE:	To provide a list highlighting those Department of Energy (DOE) contracts on which the schedule date for delivery of supplies or performance of services has expired.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Delinquent count 30-59 and 60 and over days, by ACO, by CAR Part within ORG, and by ORG Code, Summary PAGE, TOTALs by ORG Code for part A and B, Single Function, Multifunction, also, same for District.

2.1.3.35 UYCM16 - CAR PART A, SECTION 1-5

DATA SUMMARY

PURPOSE:	To provide a listing of the CAR part A contract for use as a management tool and inventory/status report of all ACO assigned contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Provides TOTALs for all CAR sections for TOTAL contract counts within ORG Code and by ACO Code.

2.1.3.36 UYCM66 - CAR PART A, SECTION 1-5 (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the CAR part B Department of Energy (DOE) contracts for use as a management tool and inventory/status report of all ACO assigned contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Provides TOTALs for all CAR sections for TOTAL contract counts within ORG Code and by ACO Code.

2.1.3.37 UYCM17 - CAR PART B, SECTION 1-5

DATA SUMMARY

PURPOSE:	To provide a listing of the CAR part A contracts for use as a management tool and inventory/status report of all contracts administered in accordance with DLAM 8105.1, paragraph S2-101.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Provides TOTALs for all part B sections by ORG Code and ACO Code.

2.1.3.38 UYCM67 - CAR PART B, SECTION 1-5 (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the Department of Energy (DOE) CAR part B contracts for use as a management tool and inventory/status report of all contracts administered in accordance with DLAM 8105.1, paragraph S2-101.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Provides TOTALs for all part B sections by ORG Code and ACO Code.

2.1.3.39 UYCM18 - CAR PART C, SECTION 1-5

DATA SUMMARY

PURPOSE:	To provide a listing of CAR Part C detailing single assignment responsibilities for each functional element.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
SECURITY:	Unclassified
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CA Function/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Summary TOTALs for part C contracts by ORG Code, ACO Code and CA Function.

2.1.3.40 UYCM68 - CAR PART C, SECTION 1-5 (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the Department of Energy (DOE) CAR part C detailing single assignment responsibilities for each functional element.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/CA Function/ACO Code/Section Number/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code/CAR Section/CA Function/ACO Code.
TOTAL:	Summary TOTALs for part C contracts by ORG Code, ACO Code and CA Function.

2.1.3.41 UYCM19 - PART D, CAR - SUMMARY DISTRICT

DATA SUMMARY

PURPOSE:	To provide a listing of summary data by District for management of the volume, status, and nature of contracts assigned (excluding Quality Assurance).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Part A and B Summary - CAR Section/ Record ID Part C Summary - ORG Code/CAR Section/Record ID
PAGE BREAK:	Change in District or level ID.
TOTAL:	Counts of contracts and TOTAL dollar values by District within each CAR Section.

2.1.3.42 UYCM69 - PART D, CAR - SUMMARY PART A DISTRICT (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of Department of Energy (DOE) summary data by District for management of the volume, status and nature of contracts assigned (excluding Quality Assurance).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Part A and B Summary - CAR Section/ Record ID Part C Summary - ORG Code/CAR Section/Record ID
PAGE BREAK:	Change in District or level ID.
TOTAL:	Counts of contracts and TOTAL dollar values by District within each CAR Section.

2.1.3.43 UYCM21 - PART D, CAR - SUMMARY ORGANIZATION

DATA SUMMARY

PURPOSE:	To provide a listing of summary data by Organization for management of the volume, status, and nature of contracts assigned (excluding Quality Assurance).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Part A and B Summary - CAR Section/Record ID Part C Summary - ORG Code/CAR Section/Record ID
PAGE BREAK:	Change in District or level ID.
TOTAL:	Counts of contracts and TOTAL dollar values by ORG Code within each CAR Section.

2.1.3.44 UYCM71 - PART D, CAR - SUMMARY PART A ORGANIZATION (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of the Department of Energy (DOE) summary data by organization for management of the volume, status and nature of contracts assigned (excluding Quality Assurance).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Part A and B Summary - CAR Section/ Record ID Part C Summary - ORG Code/CAR Section/Record ID
PAGE BREAK:	Change in ORG Code or level ID.
TOTAL:	Counts of contracts and TOTAL dollar values by ORG Code within each CAR Section.

2.1.3.45 UYCM22 - OVERAGE ALERT PART A AND B, SECTION 2

DATA SUMMARY

PURPOSE:	To provide a listing for control administration management identifying those contracts with the potential of becoming overage within the next 60 and 30 days.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTALs by ORG Code and ACO Code for potential overage contracts and summary TOTALs by CAR Part and CAR Section.

2.1.3.46 UYCM72 - OVERAGE ALERT PART A AND B, SECTION 2 DOE

DATA SUMMARY

PURPOSE:	To provide a listing for control administration management identifying those Department of Energy (DOE) contracts with the potential of becoming overage within the next 60 and 30 days.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTALs by ORG Code and ACO Code for potential overage contracts and summary TOTALs by CAR Part and CAR Section.

2.1.3.47 UYCM36 - FOREIGN MILITARY SALES

DATA SUMMARY

PURPOSE:	To provide a listing of all contracts containing R9 Remark 25 to the FMS monitors at the District and CAO.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Summary PAGE TOTALs by ORG Code for part A, part B, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.48 UYCM86 - FOREIGN MILITARY SALES (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of all Department of Energy (DOE) contracts containing R9 Remark 25 to the FMS monitors at the District and CAO.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	Summary PAGE TOTALs by ORG Code for part A, part B, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.49 UYCM37 - NON-DoD REIMBURSEMENT CONTRACTS

DATA SUMMARY

PURPOSE:	To provide a listing of all contracts with R9 Remark 01 (except when R9 Remark 25 is included) to the Non-DoD Monitor.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Summary PAGE TOTALs by ORG Code for part A, part B, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.50 UYCM87 - NON-DoD REIMBURSEMENT CONTRACTS (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of all Department of Energy (DOE) contracts with R9 Remark 01 (except when R9 Remark 25 is included) to the Non-DoD Monitor.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change of ORG Code or change in ACO Code.
TOTAL:	Summary PAGE TOTALs by ORG Code for part A, part B, Single Function, Multifunction and District TOTALs for all categories.

2.1.3.51 UYCM38 - PART C PAYMENT ONLY

DATA SUMMARY

PURPOSE:	To provide a listing of Function Code 3 (Payment Only Administration) contracts to alert the need for monitoring payment only contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTAL contractor counts and dollar values of disbursement only contracts.

2.1.3.52 UYCM88 - PART C PAYMENT ONLY (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing of Function Code 3 (Payment Only Administration) Department of Energy (DOE) contracts to alert the need for monitoring payment only contracts.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTAL contractor counts and dollar values of disbursement only contracts.

2.1.3.53 UYCM39 - CAR PROGRESS PAYMENT

DATA SUMMARY

PURPOSE:	To provide a listing for the Districts and CAOs to facilitate monitoring of contracts with progress payments authorized.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTALs by CAR Section by ORG Code and ACO Code for prime and secondary contracts containing progress payments.

2.1.3.54 UYCM89 - CAR PROGRESS PAYMENT (DOE)

DATA SUMMARY

PURPOSE:	To provide a listing for the District and CAOs to facilitate monitoring of Department of Energy (DOE) contracts with progress payments authorized.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/ACO Code/CAGE/PIIN/SPIIN
PAGE BREAK:	Change in ORG Code or change in ACO Code.
TOTAL:	TOTALs by CAR Section by ORG Code and ACO Code for prime and secondary contracts containing progress payments.

2.1.3.55 UYCM402 - SELECT MIR DATA FILE

(To Be Developed)

2.1.3.56 UNMD060A - MASTER INVENTORY LIST

DATA SUMMARY

PURPOSE: To provide a listing of all contracts and modifications in the mechanized system, both prime and support administration, processed from the time of entry until six months after the end of the month in which the contract closed.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

INQUIRY LEVEL: The Inquiry Levels are as follows:

- District
- CAO
- ACO
- PIIN/SPIIN

SORT SEQUENCE: PIIN/SPIIN

PAGE BREAK: The PAGE break occurs when the PAGE is full.

TOTAL: The following TOTALs are printed:

- a. Singular TOTALs
 - (1) Contracts and Modifications which were input.
 - (2) Contracts and Modifications which were deleted.
- b. Cumulative TOTAL - Contracts and Modifications which were processed into the system.

2.1.3.57 UNMD110A - MAF QA ATTRIBUTE DATA INQUIRY - CODE TO NAME

DATA SUMMARY

PURPOSE: To provide an inquiry listing of selected QA Attribute Data, which was extracted from the data base, in accordance with specified parameters (keys).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE:	REQUEST		
	<u>CODE</u>	<u>KEY</u>	<u>SEQUENCE</u>
	01	CAO	CAO Code, QA ORG Code, Contractor Name and Address
	02	QA Organization	QA ORG Code, Contractor Name and Address
	03	Facility TYPE	Facility TYPE, Contractor Name
	04	Commodity Code	Commodity Code, Contractor Name
	05	H8 Code	H8 Code
	01	CAO	End of Report
	02	QA Organization	End of Report
	03	Facility TYPE	Change of Facility TYPE

<u>REQUEST CODE</u>	<u>KEY</u>	<u>SEQUENCE</u>
04	Commodity Code	Change of First Posi- tion of Com- modity Code
05	H8	End of Report

2.1.3.58 UNMD110B - MAF QA ATTRIBUTE DATE INQUIRY - NAME TO CODE

DATA SUMMARY

PURPOSE:	To provide an inquiry listing of selected QA Attribute Data, which was extracted from the data base in accordance with specified parameters (keys).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	Contractor Name
PAGE BREAK:	End of Report

2.1.3.59 UNMA440A - DD FORM 1716 REPORT

DATA SUMMARY

PURPOSE:	To provide an automated basis for the generation of TWX messages regarding contractual deficiencies in the abstract validation process.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	If report is generated at District level, sort sequence will be by PIIN terminal digits. If report is generated at CAO level, sort sequence will be by ACO Code and PIIN terminal digits.
PAGE BREAK:	Every change in PIIN.

2.1.3.60 UNMD020A - NEGATIVE CAR INQUIRY REPORT

DATA SUMMARY

PURPOSE:	To inform the requester that the condition requested on the CAR Inquiry Transaction did not exist on the data base.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code/Requester.
PAGE BREAK:	By transaction (each FIC on a separate PAGE).

2.1.3.61 UNMD120A - REQUESTED LABOR RELATIONS REPORT

DATA SUMMARY

PURPOSE:	To serve as a Summary by Contractor of all contracts and their current status as to shipments made or shipments due on each contract.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Necessary - As Determined Locally
ADDITIONAL INFORMATION:	This report, UNMD120A is produced by input of a Selective Abstract Inquiry. The Selective Abstract Inquiry must contain Code 15 in the Inquiry TYPE.
SORT SEQUENCE:	CAGE/PIIN/SPIIN/CLIN-ELIN
PAGE BREAK:	The PAGE break occurs when the PAGE is full or change in contractor.

2.1.3.62 UNMD370A - CLOSED CONTRACTS

DATA SUMMARY

PURPOSE:	This report provides a list of contracts which are in CAR Sections 5, 8 or 9. This report may be requested for the ENTIRE DISTRICT or for a specific CAO Code. The contracts are listed for the requested date range.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	CAO Code, CAR Section, PIIN/SPIIN
PAGE BREAK:	When PAGE is filled.
TOTAL:	N/A

2.1.3.63 UNMD380A - NEW CONTRACT RECEIPTS - ENTIRE DISTRICT

DATA SUMMARY

PURPOSE:	This report provides a list of contracts added to the system on a particular date or during a range of request dates. All contracts recorded within the district as added are reported. A contract which is added to the system for this report's PURPOSEs must have been completely abstracted, not just added to inventory (back-logged).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	CAO/PIIN/SPIIN
PAGE BREAK:	As PAGE is filled.
TOTAL:	The sum of all contracts displayed is reported.

2.1.3.64 UNWN380B - NEW CONTRACT RECEIPTS - CAO REPORT

DATA SUMMARY

PURPOSE:	This report provides a list of contracts added to the system on a particular date or during a range of request dates. Only contracts assigned to a requested Contract Administration Office are reported. A contract which is added to the system for this report's PURPOSEs must have been completely abstracted, not just added to inventory (backlogged).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Change in CAO or as PAGE is filled.
TOTAL:	The TOTAL number of all contracts displayed is reported.

2.1.3.65 UNMD410A - CONTRACTOR STATUS LIST

DATA SUMMARY

PURPOSE:	This report displays all CAR Section 1 contracts for a particular contractor and the status of each.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	PROD SUV CD/PIIN/SPIIN
PAGE BREAK:	When PAGE is full.
TOTAL:	N/A

CHAPTER 2 ONLINE INQUIRIES

2.2.1 CHAPTER 2 OVERVIEW

2.2.1.1 PURPOSE OF ONLINE INQUIRIES

The purpose of online inquiries is to provide the capability to interrogate the data base at various levels within a given set of parameters with response being provided to the requester in 10 seconds or less. The instructions for use of online inquiries in this chapter is limited to contractual documents. Functional personnel can determine the status of any contractual document in the system by use of online inquiries.

2.2.1.2 ONLINE ENVIRONMENT

Online inquiries are processed in an online environment. Online inquiry response time will be 10 seconds or less.

2.2.2 INITIATION PROCEDURES

Online, sign-on, and signoff procedures are contained in part 1, chapter 2 of this manual.

2.2.3 ONLINE INQUIRY INPUT REQUIREMENTS

The following paragraphs contain the detailed data input instructions for the online inquiries. Visual display of input and responses will be available as well as the capability for selected hard copy printout of responses. Individuals or groups of individuals that have valid requirements for access to the data base will have access to a visual display device.

2.2.3.1 CT5000 - SYSTEM INQUIRY MENU

a. GENERAL - This menu screen allows the user to select one of several system inquiries available. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-22 is a sample screen format for CT5000.

```
*****
CT5000                                CONTRACT MAINTENANCE INQUIRY MENU
```

```
COMPUTER BASED USER DOCUMENTATION  0  MAF ATTRIBUTE DATA.....8
UNVALIDATED TRANSACTION LIST ..... 1  CONTRACTS BY CONTRACTOR.....9
ACCOUNTING CLASSIFICATION BALANCE  2  SUMMARY OF SHIPMENT DATA.....10
LINE ITEM BALANCE INQUIRY ..... 3  CONTRACT LINE ITEMS STATUS...11
CONTRACT INPUT SCAN ..... 4  ONLINE ABSTRACT INQUIRY.....12
CONTRACT ACTIVITY INQUIRY ..... 5  DELAYED INQUIRY REQUEST.....13
INPUT STATISTICS BY RGS-CD ..... 6  SUMMARY EDIT FUNCTIONS.....14
APPLIED MODIFICATIONS.....7  NAVY STARS INQUIRY.....15
                                   NOTEBOOK INQUIRY.....16
```

TERMINATE THIS FACILITY PA2

FUNCTION:

CAGE:

ENTER CAGE FOR FUNCTION 8 ONLY

```
*****
                                   FIGURE 2-22
```

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (2N) - Select the inquiry required. Must be numeric (0-16).

2.2.3.2 CT5100 - UNVALIDATED TRANSACTION LIST MENU

a. GENERAL - This menu screen allows the user to select one of the Unvalidated Transaction List Inquiries. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-23 is a sample screen format for CT5100.

```
*****
CT5100                                UNVALIDATED TRANSACTION LIST
```

```

      COMPUTER BASED USER DOCUMENTATION....0
      LISTED BY CONTRACT.....1
      LISTED BY RGS-CD.....2
      TERMINATE.....PA2
```

FUNCTION:

RGS-CD:

```
*****
                                FIGURE 2-23
```

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1N) - Select the inquiry required. Must be numeric (0-2).
RGS-CD	READING GROUP SPECIALIST CODE (2A/N) - When the function selected is 2, enter the two position code for the user whose list of unvalidated contracts is to be shown.

2.2.3.3 CT5110 - FULL UNVALIDATED TRANSACTION LIST

a. GENERAL - This inquiry screen shows the PIIN, SPIIN, CAO-ORG-CD and RGS-CD for each contract or modification on the Data Entry Data Base. It also indicates whether or not the Contract Data Record, Provisions Data Record, Payee Name and Address Data Record and Remarks Data Record have been successfully completed (Y-Yes or N-No). These contracts have not been successfully summary edited. A general explanation of this inquiry is available by entering CT5110 in the CBUD field. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-24 is a sample screen format for CT5110.

```
*****
CT5110          FULL UNVALIDATED TRANSACTION LIST          DATE:
CBUD:                               TIME:
PRNTR-ID:
PIIN    SPIIN   ORG    RGS   DT-CREAT  DT-LST-ACT HDR   PVN   PAY   RMK
```

FIGURE 2-24

c. INPUT INSTRUCTIONS - All data elements are protected; therefore no input is required. When *MORE* appears in the lower left corner, the list will continue by depressing the REL key or ENTER. To exit the inquiry, (at any time), depress the PA2 key.

2.2.3.4 CT5120 - UNVALIDATED CONTRACTS LIST BY RGS-CD

a. GENERAL - This inquiry screen shows the PIIN, SPIIN and CAO-ORG-CD for each contract or modification for a specified user (RGS-CD) on the Data Entry Data Base. It also indicates whether or not the Contract Data Record, Provisions Data Record, Payee Name and Address Data Record and Remarks Data Record have been successfully completed (Y-Yes or N-No). These contracts have not been successfully summary edited. A general explanation of this inquiry is available by entering CT5120 in the CBUD field. Explanations (definitions) of each data element except for CBUD itself can be obtained by entering the data element name in CBUD.

b. SCREEN FORMAT - Figure 2-25 is a sample screen format for CT5120.

```
*****
CT5120          UNVALIDATED CONTRACTS LIST BY RGS-CD          AS OF:
CBUD:                                     TIME:
RGS-CD:      PRNTR-ID:
      PIIN          SPIIN          ORG          HDR      PVN      PAY      RMK
```

MORE

```
*****
                        FIGURE 2-25
```

c. INPUT INSTRUCTIONS - All data elements are protected; therefore, no input is required. The user code is entered on the menu preceding CT5100. When *MORE* appears in the lower left corner, the list will continue by depressing REL key or ENTER. To exit the inquiry, (at any time), depress the PA2 key.

2.2.3.5 CT5200 - ACCOUNTING CLASSIFICATION BALANCE

a. GENERAL - This inquiry allows the user to balance the total amount of contract (TOTAMT-CONT) to the obligation amounts entered for a specific contract. Data Entry Data Base (presummary edit) information only is shown. The TOT-OBLIG contains the sum of all the obligation amounts on all obligation records entered. Up to eleven of these obligation records may be shown at one time. A general explanation of this inquiry is available by entering CT5200 in the CBUD field. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in CBUD.

b. SCREEN FORMAT - Figure 2-26 is a sample screen format for CT5200.

```
*****
CT5200          ACCOUNTING CLASSIFICATION BALANCE
CBUD:
PIIN            SPIIN:          CAO-ORG-CD:          RGS-CD:

TOTAMT-CONT:    TOT-OBLIG:

*****ACCOUNTING CLASSIFICATION INFORMATION*****
AC  APPROP  LIMIT  SUPP-ACCTG-CLASS-DATA  OBLIGATION
```

MORE

```
*****
FIGURE 2-26
```

c. INPUT INSTRUCTIONS - All data elements are protected except those shown below. Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN:	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Must contain a valid Procurement Instrument Identification Number. See CAO-ORG-CD below for matching instructions.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the appropriate call/order or modification number. May be blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - Enter the two position code of the office or organization assigned to the contract. The PIIN, SPIIN and CAO-ORG-CD must match a contract on the Data Entry Data Base.

When *MORE* appears in the lower left corner, more obligation records can be seen by depressing the REL key or ENTER. Depress the PA2 key to exit this inquiry.

2.2.3.6 CT5300 - LINE ITEM BALANCE INQUIRY

a. GENERAL - This inquiry shows the user the order quantity (QTY-ON-ORD), total of all delivery schedule quantities (TOT-QTY-SCHED) and the schedule information (up to eleven per screen) for a line item (CLIN-ELIN) on the contract entered. Data is extracted from the Host and Data Entry Data Bases. An IND of N is for new contract input, C for a change transaction, A for add transaction (in modification or correction), D for a delete transaction and H for Host Data Base record. A general explanation of this inquiry is available by entering CT5300 in the CBUD field. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in CBUD.

b. SCREEN FORMAT - Figure 2-27 is a sample screen format for CT5300.

```
*****
CT5300          LINE ITEM BALANCE INQUIRY
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:
IND:
CLIN-ELIN:      QTY-ON-ORD:      TOT-QTY-SCHED:

*****SCHEDULE INFORMATION*****
IND SHP-TO  MK-FOR  DLVY-SCH-DT  MNO-AND-SFX  DLV-SCH-QTY
```

```
*****
FIGURE 2-27
```

c. INPUT INSTRUCTIONS - All data elements are protected except those shown below. Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Must contain a valid Procurement Instrument Identification Number. See CAO-ORG-CD below for matching instructions.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the appropriate call/order or modification number. May be blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - Enter the two position code of the office or organization assigned to the contract. The PIIN, SPIIN and CAO-ORG-CD must match a contract on the Data Entry Data Base.

When *MORE* appears in the lower left corner, more obligation records can be seen by depressing the REL key or ENTER. Depress the PA2 key to exit this inquiry.

2.2.3.7 CT5400 - CONTRACT INPUT SCAN

a. GENERAL - This menu screen allows the user to select one of several Data Entry Data Base scans available. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-28 is a sample screen format for CT5400.

```
*****
CT5400                                CONTRACT INPUT SCAN
```

```

COMPUTER BASED USER DOCUMENTATION.....0
SCAN CONTRACT HEADER DATA.....1
SCAN PROVISIONS DATA.....2
SCAN PAYEE DATA.....3
SCAN REMARKS DATA.....4
TYPE OF ACCOUNTING SCAN.....5
TYPE OF SERVICE LINE ITEM SCAN.....6
TYPE OF SUPPLY LINE ITEM SCAN.....7
TYPE OF SCHEDULE RECORD SCAN.....8
SCAN MOD HEADER DATA.....9
TERMINATE.....PA2
```

FUNCTION:

PIIN:

SPIIN:

CAO-ORG-CD:

```
*****
FIGURE 2-28
```

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1N) - Select the inquiry required. Must be numeric (0-8).
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Must contain a valid Procurement Instrument Identification Number. See CAO-ORG-CD below for matching instructions.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the appropriate call/order or modification number. May be blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - Enter the two position code of the office or organization assigned to the contract. The PIIN, SPIIN and CAO-ORG-CD must match a contract on the Data Entry Data Base.

2.2.3.8 CT5410 - SCAN CONTRACT DATA RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on the Contract Data Record. When processing a modification or correction, the data shown is from the main (Host) data base unless the ACT-CD contains a C. The C indicates that a change has been made to the data. A general explanation of this inquiry is available by entering CT5410 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT: Figure 2-29 is a sample screen format for CT5410.

```
CT5410                      SCAN CONTRACT HEADER DATA
CBUD:
PIIN:                      SPIIN:          CAO ORG CD:          RGS-CD:

      CAGE:                      CONTRR-FACL:
      REMIT-ADRS:                ADMIN-BY:
      ISSD-BY:                   PAYG-OFC:
      SCTY-CLS-CD:               DMS-RTG:
      CRIT-DES-CD:               CMDTY-CD:
      UNLTRL-IND:                FMS-RQIND:
      PROD-SUV-CD:               KIND-COND-CD:
      TY-CONTR CD:               FUNC-LMTN:
      NOUN:                      WPNS-CD:
      EFF-DT:                    DT-OF-SIGNR:
      SPC-CON-PVN:               TOTAMT-CONT:
      ACO-CD:                    INDUS-SP-CD:
      PROP-AD-CD:                DEPT-CD:
      BUY-ACTY-CD:               CAR-PARTNO:
      CAR-SEC-NO:                T-CONTRR-CD:
      DVY-DT-IND:                FNL-DVY-DT:
      CON-ASGM-CD:               KR-FNL-DVY-DT:
      IRS1099-IND:               CUR-TOTAMT-CONT:
```

FIGURE 2-29

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

IRS1099 IND IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.

2.2.3.9 CT5420 - SCAN PROVISIONS DATA RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on the Provisions Data Record. When processing a modification or correction, the data shown is from the main (Host) data base unless the ACT-CD contains a C. The C indicates that a change has been made to the data. A general explanation of this inquiry is available by entering CT5420 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-30 is a sample screen format for CT5420.

```
CT5420                      SCAN PROVISIONS DATA
CBUD:
PIIN:                      SPIIN:                      CAO-ORG-CD:          RGS-CD:

DISCNT-TRMS:                DISC-DY-NET:
DISC-IN-OTH:                PMT-CURNCY:
IBOP-IND:                   IBOP-PCT:
IBOP-CTY-CD:                IBOP-CGY-CD:
CEIL-PCT:                   PMT-PCT:
US-RCP-PCT:                 FMS-PMT-PCT:
FMS-RCP-PCT:                 FEE-CONTR:
CST-CONTR:                  AUDTR-APRVL:
RVU-CONTRS:                 DSTN-SHP-RQ:
MIN-SIZ-SHP:                FRT-CRG-AUT:
PKG-CRG-AUT:                SHPG-WT-DIM:
VAL-ENG-IND:                LQD-DMG-IND:
NAM-ADR-IND:                TEC-DATA-RQ:
SPCL-TOOLNG:                INS-ACPT-CD:
                               PROGPAY-INST-RQD:
                               BVN-INST-RQD:
```

ACT-CD:

FIGURE 2-30

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.9.1 CT5425 - SCAN PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS

a. GENERAL - This inquiry screen allows the user to view Progress Payment or BVN Special Payment Instructions entered into the Notebook Data Base. Explanations of each element except the CBUD can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-30.a is a sample screen format for CT5425.

CT5425 SCAN PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS
CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

 PROGPAY-INST:

#####

 BVN-INST:

#####

#####

FIGURE 2-30.a

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.10 CT5430 - SCAN PAYEE NAME AND ADDRESS DATA RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on the Payee Name and Address Data Record. When processing a modification or correction, the data shown is from the main (Host) data base unless the ACT-CD contains a C. The C indicates that a change has been made to the data. A general explanation of this inquiry is available by entering CT5430 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-31 is a sample screen format for CT5430.

```
CT5430                      SCAN PAYEE DATA
CBUD:
PIIN:                      SPIIN:                      CAO-ORG-CD:          RGS-CD:

      ADRS-LIN1:
      ADRS-LIN2:
      ADRS-LIN3:
      ADRS-LIN4:
      ADRS-LIN5:
      ADRS-LIN6:          CITY:
                          ST:
                          ZIP-CD:
```

ACT-CD:

FIGURE 2-31

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.11 CT5440 - SCAN REMARKS DATA RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on the Remarks Data Record. When processing a modification or correction, the data shown is from the main (Host) data base unless the ACT-CD contains a C. The C indicates that a change has been made to the data. A general explanation of this inquiry is available by entering CT5440 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-32 is a sample screen format for CT5440.

```
*****
CT5440                                SCAN REMARKS DATA
CBUD:
PIIN:                                SPIIN:                                CAO-ORG-CD:                                RGS-CD:
*ACO-NTBK-IND:
*R1*  P-CONTR-PIN:                                P-CONTR-SPN:
        UT-NAME:                                UT-ADRS:

*R2*  FAD:                                EST-CLSG-DT:                                R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                                R3-RSN-CDS:
        RSN-FOR-DRMT:

*R4*  1ST-SHOW-R4:                                DSFM-RMK:
*R5*                                     R5-RMK:
*R6*                                     R6-RMK:
*R7*                                     R7-RMK:

*R8*  R8-RMK TD:    DT-FWD:                                DT-DEL:                                RN-CD:
        F-DT:                                K-DT:                                RMK:
        PROD-RMK:
*R9*  (FREE)  ACO-CDD-RMK:
ACT-CD:
```

FIGURE 2-32

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

a. GENERAL - This inquiry screen allows the user to view any detailed ACO administration instruction/remark entered into the Notebook Data Base. Explanation (definition) of each element except the CBUD can be obtained by entering the data element (ACO-NTBK-RMKS) in the CBUD field.

CBUD:

RGS-CD:

ACO-NTBK-RMKS:

#####

#####

FIGURE 2-32.a

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.12 CT5450 - TYPE OF ACCOUNTING SCAN

a. GENERAL - This menu screen allows the user to select the type of accounting scan required, all or a specific ACRN. A general explanation of the purpose of the menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-33 is a sample screen format for CT5450.

```
*****
CT5450                                TYPE OF ACCOUNTING SCAN
```

```
COMPUTER BASED USER DOCUMENTATION.....0
SCAN SPECIFIC ACCOUNTING RECORD.....1
SCAN ALL ACCOUNTING RECORDS.....2
TERMINATE.....PA2
```

```
FUNCTION:                CONTRACT SCANNING
                        PIIN:
                        SPIIN:                ORG:
```

```
ACRN:
```

```
*****
                        FIGURE 2-33
```

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1N) - Select the inquiry required. Must be numeric (0-2).
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - When Function 1 is selected, the Accounting Classification Reference Number of the record to be viewed must be entered. This record must be on the Data Entry Data Base.

2.2.3.13 CT5451-CT5454 - SCAN SPECIFIC ACCOUNTING RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on a Specific Accounting Classification Data Record. The service is determined by the system. When modifications or corrections are involved, the ACT-CD indicates the action to be performed during summary edits; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering the appropriate screen number (i.e., CT5451) in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figures 2-34, 2-35, 2-36, and 2-37 are sample screen formats for CT5451, CT5452, CT5453, and CT5454, respectively.

```
CT5451                      SCAN SPECIFIC ARMY ACCOUNTING RECORD
CBUD
PIIN:                      SPIIN:          CAO-ORG-CD:      RGS-CD:

                        ACRN:                      APROP:
                        LMT-SUBH:                  PGM-YR:
                        AGCY-CD:                  ALOTM-SER:
                        BDGT-PROJ:                OBJ-CLS-CD:
                        CNTRY-CD:                  ACCTG-STA:
                        RQST-ORDNO:

                        CONTR-PAYMT:              NON-CELI-PAY:
                        FMS-CNTRY-CD:              OBLIG-AMT:
                        PAYG-OFC:                  DOC-REF-NO:
                        POSTL-IND:                  FD-CD:
                        DEP-SORT-CD:
```

ACT-CD:

FIGURE 2-34

CT5452 SCAN SPECIFIC AIR FORCE ACCOUNTING RECORD
CBUD:
PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN: APROP:
LMT-SUBH: FD-CD:
PGM-YR: AGCY-CD:
ALOTM-SERNO: BDGT-PROJ:
MTL-PGM-CD: EL-XPNS-INV:
PGM-EL: ACCTG-STA:
CONTR-PAYMT: NON-CELI-PAY:
FMS-CNTRY-CD: OBLIG-AMT:
PAYG-OFC: DOC-REF-NO:
POSTL-IND:
DEP-SORT-CD:

ACT-CD:

FIGURE 2-35

CT5453 SCAN SPECIFIC NAVY ACCOUNTING RECORD
CBUD:
PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN: APROP:
LMT-SUBH: CLS-CD-NAVY:
BUR-CTL-NO: ALOTM-NAVY:
ACCTG-ACTY: TRX-CD-NAVY:
PROPTY-ACCT: NAVY-CST-CD:

CONTR-PAYMT: NON-CELI-PAY:
FMS-CNTRY-CD: OBLIG-AMT:
PAYG-OFC: DOC-REF-NO:
POSTL-IND: FD-CD:
DEP-SORT-CD:

ACT-CD:

FIGURE 2-36

CT5454 SCAN SPECIFIC DLA ACCOUNTING RECORD

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN:

APROP:

LMT-SUBH:

ALTOM-SUB:

PGM-CST-ACC:

OBJ-CLS-CD:

ACCTG-STA:

CONTR-PAYMT:

NON-CELI-PAY:

FMS-CNTRY-CD:

OBLIG-AMT:

PAYG-OFC:

DOC-REF-NO:

POSTL-IND:

FD-CD:

DEP-SORT-CD:

ACT-CD:

FIGURE 2-37

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.14 CT5455-CT5458 - SCAN ALL ACCOUNTING RECORDS

a. GENERAL - This inquiry screen allows the user to view data entered on various Accounting Classification Data Records. All Army records are shown, then all Air Force, Navy and DLA, respectively. For modifications and corrections, the ACT-CD indicates the action taken; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering the appropriate screen number (i.e., CT5455) in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-38, 2-39, 2-40, and 2-41 are sample screen formats for CT5455, CT5456, CT5457, and CT5458, respectively.

```
CT5455          SCAN ALL ARMY ACCOUNTING RECORDS
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:

                ACRN:           APROP:
                LMT-SUBH:       PGM-YR:
                AGCY-CD:       ALOTM-SER:
                BDGT-PROJ:     OBJ-CLS-CD:
                CNTRY-CD:     ACCTG-STA:
                RQST-ORDNO:

                CONTR-PAYMT:    NON-CELI-PAY:
                FMS-CNTRY-CD:    OBLIG-AMT:
                PAYG-OFC:      DOC-REF-NO:
                POSTL-IND:      FD-CD:
                DEP-SORT-CD:
```

ACT-CD:

FIGURE 2-38

CT5456 SCAN ALL AIR FORCE ACCOUNTING RECORDS

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN:	APROP:
LMT-SUBH:	FD-CD:
PGM-YR:	AGCY-CD:
ALOTM-SERNO:	BDGT-PROJ:
MTL-PGM-CD:	EL-XPNS-INV:
PGM-EL:	ACCTG-STA:
CONTR-PAYMT:	NON-CELI-PAY:
FMS-CNTRY-CD:	OBLIG-AMT:
PAYG-OFC:	DOC-REF-NO:
POSTL-IND:	FD-CD:
DEP-SORT-CD:	

ACT-CD:

FIGURE 2-39

CT5457 SCAN ALL NAVY ACCOUNTING RECORDS

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN:	APROP:
LMT-SUBH:	CLS-CD-NAVY:
BUR-CTL-NO:	ALOTM-NAVY:
ACCTG-ACTY:	TRX-CD-NAVY:
PROPTY-ACCT:	NAVY-CST-CD:
CONTR-PAYMT:	NON-CELI-PAY:
FMS-CNTRY-CD:	OBLIG-AMT:
PAYG-OFC:	DOC-REF-NO:
POSTL-IND:	FD-CD:
DEP-SORT-CD:	

ACT-CD:

FIGURE 2-40

CT5458 SCAN ALL DLA ACCOUNTING RECORDS

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

ACRN:

APROP:

LMT-SUBH:

ALTOM-SUB:

PGM-CST-ACC:

OBJ-CLS-CD:

ACCTG-STA:

CONTR-PAYMT:

NON-CELI-PAY:

FMS-CNTRY-CD:

OBLIG-AMT:

PAYG-OFC:

DOC-REF-NO:

POSTL-IND:

FD-CD:

DEP-SORT-CD:

ACT-CD:

FIGURE 2-41

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.15 CT5460 - TYPE OF SERVICE LINE ITEM SCAN

a. GENERAL - This menu screen allows the user to select the type of service line item scan, specific, or all records. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-42 is a sample screen format for CT5460.

```
*****
CT5460                TYPE OF SERVICE LINE ITEM SCAN
```

```
COMPUTER BASED USER DOCUMENTATION.....0
SCAN SPECIFIC SERVICE LINE ITEM RECORD.....1
SCAN ALL SERVICE LINE ITEM RECORDS.....2
TERMINATE.....PA2
```

```
FUNCTION:                CONTRACT SCANNING
                        PIIN:
                        SPIIN:                ORG:
```

```
CLIN-ELIN:
```

```
*****
                        FIGURE 2-42
```

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1N) - Select the inquiry required. Must be numeric (0-2).
CLIN-ELIN	CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER (6A/N) - When the function selected is 1, enter the line item number of the service line item to be viewed. This must match a service line item on the Data Entry Data Base.

2.2.3.16 CT5461 - SCAN SPECIFIC SERVICE LINE ITEM RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on a Specific Service Line Item Data Record. The ACT-CD identifies the action being performed for modifications and corrections; A-Add, C-Change or D-Delete. A general explanation of this inquiry is available by entering CT5461 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-43 is a sample screen format for CT5461.

```
*****
CT5461          SCAN SPECIFIC SERVICE LINE ITEM RECORD
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:

CLIN-ELIN:      SCHED-IND:
SVC-CMPL-DT:    DESCR-SVC:
PQA-SITE:       ACPT-SITE:
ACRN:           TOT-AMT-IND:
TOT-ITM-AMT:    SPN-REC:
LQ-DAMG-IND:    FIN-ACTN-CD:
WHLD-CD:        INS-ACPT-CD:
                SPCL-PAY-RQD:
```

ACT-CD:

```
*****
FIGURE 2-43
```

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.17 CT5462 - SCAN ALL SERVICE LINE ITEM RECORDS

a. GENERAL - This inquiry screen allows the user to view data entered on all the Service Line Item Data Records. When modifications and corrections are involved, the ACT-CD indicates the action being performed A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering CT5462 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-44 is a sample screen format for CT5462.

```
CT5462          SCAN ALL SERVICE LINE ITEM RECORDS
CBUD:
PIININ:          SPIIN:          CAO-ORG-CD:          RGS-CD:

CLIN-ELIN:          SCHED-IND:
SVC-CMPL-DT:          DESCR-SVC:
PQA-SITE:          ACPT-SITE:
ACRN:          TOT-AMT-IND:
TOT-ITM-AMT:          SPN-REC:
LQ-DAMG-IND:          FIN-ACTN-CD:
WHL-D-CD:          INSP-ACPT-CD:
                   SPCL-PAY-RQD:
```

ACT-CD:

FIGURE 2-44

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.17.1 CT5465 - SCAN LINE ITEMS SPECIAL PAYMENT INSTRUCTIONS

a. GENERAL - This inquiry screen allows the user to view Line Item Special Payment Instructions entered into the Notebook database. Explanation (definition) of the data element except CBUD can be obtained by entering (SPCL-PAY-INST) in the CBUD field.

b. SCREEN FORMAT - Figure 2-44.a is a sample screen format for CT5465.

```
*****
CT5465          SCAN LINE ITEM SPECIAL PAYMENT INSTRUCTIONS
```

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

CLIN/ELIN:

SPCL-PAY-INST:

```
#####
#####
#####
#####
#####
#####
```

#####

FIGURE 2-44.a

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.18 CT5470 - TYPE OF SUPPLY LINE ITEM SCAN

a. GENERAL - This menu screen allows the user to select the Type of Supply Line Item Scan, specific or all records. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-45 is a sample screen format for CT5470.

CT5470 TYPE OF SUPPLY LINE ITEM SCAN

COMPUTER BASED USER DOCUMENTATION.....0
SCAN SPECIFIC SUPPLY LINE ITEM RECORD.....1
SCAN ALL SUPPLY LINE ITEM RECORDS.....2
TERMINATE.....PA2

FUNCTION: CONTRACT SCANNING
 PIIN:
 SPIIN: ORG:

CLIN-ELIN:

FIGURE 2-45

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION(1N) - Select the inquiry required. Must be numeric (0-2).
CLIN-ELIN	CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER (6A/N) - When the function selected is 1, enter the line item number of the supply line item to be viewed. This must match a supply line item on the Data Entry Data Base.

2.2.3.19 CT5471 - SCAN SPECIFIC SUPPLY LINE ITEM

a. GENERAL - This inquiry screen allows the user to view data entered on a specific Supply Line Item Data Record. If modifications or corrections are involved, the ACT-CD shows the type of action being performed; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering CT5471 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-46 is a sample screen format for CT5471.

```
CT5471          SCAN SPECIFIC SUPPLY LINE ITEM RECORD
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:

CLIN-ELIN:      NSN:
ORD-QTY-IND:    ORD-QTY:
PRCH-UNIT:      EST-PRC-IND:
UNIT-PRC:       TOT-AMT-IND:
TOT-ITM-AMT:    SPN-REC:
NOUN:           PARTNO:
PQA-SITE:       ACPT-SITE:
FOB-SITE:       QT-PC-OVR-1:
QT-PC-UND-1:    LQ-DAMG-IND:
FIN-ACTN-CD:    WHLD-CD:
ACT-FRST-AR:    ACRN:
INS-ACPT-CD:    SPCL-PAY-RQD:
```

ACT-CD:

FIGURE 2-46

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.20 - CT5472 - SCAN ALL SUPPLY LINE ITEM RECORDS

a. GENERAL - This inquiry screen allows the user to view data entered on all the Supply Line Item Data Records. If modifications or corrections are involved, the ACT-CD indicates the action involved; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering CT5472 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-47 is a sample screen format for CT5472.

```
*****
CT5472          SCAN ALL SUPPLY LINE ITEM RECORDS
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:

CLIN-ELIN:      NSN:
ORD-QTY-IND:    ORD-QTY:
PRCH-UNIT:      EST-PRC-IND:
UNIT-PRC:       TOT-AMT-IND:
TOT-ITM-AMT:    SPN-REC:
NOUN:           PARTNO:
PQA-SITE:       ACPT-SITE:
FOB-SITE:       QT-PC-OVR-1:
QT-PC-UND-1:    LQ-DAMG-IND:
FIN-ACTN-CD:    WHLD-CD:
ACT-FRST-AR:    ACRN:
INS-ACPT-CD:    SPCL-PAY-RQD:

ACT-CD:
```

```
*****
FIGURE 2-47
```

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.20.1 - CT5475 - SCAN LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

a. GENERAL - This inquiry screen allows the user to view Line Item Special Payment Instructions entered into the Notebook database. Explanation (definition) of the data element except for the CBUD can be obtained by entering the data element (SPCL-PAY-INST) in the CBUD field.

b. SCREEN FORMAT - Figure 2-47.1 is a sample screen format for CT5475.

CT5475 SCAN LINE ITEM SPECIAL PAYMENT INSTRUCTIONS

CBUD:

PIIN: SPIIN: CAO-ORG-CD: RGS-CD:

CLIN/ELIN:

SPCL-PAY-INST:

#####

#####

FIGURE 2-47.a

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.21 CT5480 - TYPE OF SUPPLY SCHEDULE RECORD SCAN

a. GENERAL - This menu screen allows the user to select the Type of Supply Schedule Scan, specific or all records. A general explanation of the purpose of this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-48 is a sample screen format for CT5480.

CT5480

TYPE OF SCHEDULE RECORD SCAN

COMPUTER BASED USER DOCUMENTATION.....0
SCAN SPECIFIC SCHEDULE RECORD.....1
SCAN ALL SCHEDULE RECORDS.....2
TERMINATE.....PA2

FUNCTION:	CONTRACT SCANNING
	PIIN:
	SPIIN: ORG:
CLIN-ELIN:	SHP-TO:
MK-FOR:	DLV-SCH-DT:
MNO-AND-SFX:	

FIGURE 2-48

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION(1N) - Select the inquiry required. Must be numeric (0-2).
CLIN-ELIN	CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER (6A/N) - Must be entered when the function selected is 1. See MNO-AND-SFX below.
SHP-TO	SHIP-TO (6A/N) - Must be entered when function selected is 1. See MNO-AND-SFX below.
MK-FOR	MARK FOR (6A/N) - When the function selected is 1, the appropriate MK-FOR must be entered. See MNO-AND-SFX below.
DLV-SCH-DT	DELIVERY SCHEDULE DATE (6A/N) - When the function selected is 1, the appropriate delivery schedule date must be entered. See MNO-AND-SFX below.
MNO-AND-SFX	MILSTRIP DATA (15A/N) - When the function selected is 1, the appropriate MILSTRIP document number and suffix must be entered. The CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT, and MNO-AND-SFX entered must match a supply schedule on the Data Entry Data Base.

2.2.3.22 CT5481 - SCAN SPECIFIC SUPPLY SCHEDULE RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on a specific Supply Schedule Data Record. When modifications and corrections are involved, the ACT-CD indicates the type of action being performed; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering CT5481 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-49 is a sample screen format for CT5481.

```
*****
CT5481          SCAN SPECIFIC SUPPLY SCHEDULE RECORD
CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:       RGS-CD:

CLIN-ELIN:      SHP-TO:
MK-FOR:         DLSCHDT-IND:
DLVY-SCH-DT:    MNO-AND-SFX:
SCH-QTY-IND:    DLV-SCH-QTY:
CLISUB-XHIB     TRNS-PRI-CD:
ACRN:
```

ACT-CD:

```
*****
FIGURE 2-49
```

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.23 CT5482 - SCAN ALL SUPPLY SCHEDULE RECORDS

a. GENERAL - This inquiry screen allows the user to view data entered on all the Supply Schedule Data Records. When modifications and corrections are involved, the ACT-CD indicates the type of action being performed; A-Add, C-Change, or D-Delete. A general explanation of this inquiry is available by entering CT5482 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-50 is a sample screen format for CT5482.

```
*****
CT5482                SCAN ALL SUPPLY SCHEDULE RECORD
CBUD:
PIIN:                  SPIIN:                  CAO-ORG-CD:      RGS-CD:

CLIN-ELIN:            SHP-TO:
MK-FOR:               DLSCHDT-IND:
DLVY-SCH-DT:          MNO-AND-SFX:
SCH-QTY-IND:          DLV-SCH-QTY:
CLISUB-XHIB           TRNS-PRI-CD:
ACRN:
```

ACT-CD:

```
*****
FIGURE 2-50
```

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.24 CT5490 - SCAN MODIFICATION HEADER DATA RECORD

a. GENERAL - This inquiry screen allows the user to view data entered on the Modification Header Data Record, screen format CT2000. A general explanation of this inquiry is available by entering CT5490 in the CBUD field. Explanations (definitions) of each element except for CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-51 is a sample screen format for CT5490.

```
CT5490                      SCAN MODIFICATION HEADER DATA
CBUD:
PIIN:                      SPIIN:          CAO-ORG-CD:      RGS-CD:

      EFF DT:                      MOD-AUTH:
      ISSD-BY:                     ADMIN-BY:
      KIND-MOD:                    SIGN-DT-MOD:
```

FIGURE 2-51

c. INPUT INSTRUCTIONS - All data elements are protected. No input is required/allowed.

2.2.3.25 CT5500 - CONTRACT ACTIVITY INQUIRY

a. GENERAL - This inquiry screen allows the user to determine which user (RGS-CD) is processing an action against a specific contract, (establishing, modifying or correcting). A general explanation of this screen is available by entering CT5500 in the CBUD field. Instructions are available for input fields and explanations are available for other fields by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-52 is a sample screen format for CT5500.

CT5500 CONTRACT ACTIVITY INQUIRY
CBUD:

PIIN:
SPIIN:

RGS-CD:

FIGURE 2-52

c. INPUT INSTRUCTIONS - The data elements RGS-CD is system generated from the previous screen, all other required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the Procurement Instrument Identification Number required. Must be 13 alphanumeric.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the four position call or order number for the document if applicable.

2.2.3.26 CT5600 - INPUT STATISTICS BY RGS-CD

a. GENERAL - This inquiry provides the user with management statistics on the type of transaction and records input by the user on a specific day. A general explanation of this inquiry is available by entering CT5600 in the CBUD field. Input instructions or element explanations are available for all fields except the CBUD field itself by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-53 is a sample screen format for CT5600.

```
*****
CT5600                INPUT STATISTICS BY RGS-CD
CBUD:                  AS OF:
RGS-CD:      CLERK NAME:
BEG-DATE:                END-DATE:

                NEW CONTRACTS      MODIFICATIONS      CORRECTIONS      TOTALS
TOTAL TRANS:

                VALID RECORDS INPUT

MOD-HEADER:
CONT-DATA-RCD:
PROVISIONS-RCD:
PAYEE-N/A-RCD:
REMARKS-RCD:
ACCTG-RCD:
SERVICE-L/I:
SUPPLY-L/I:
SUPPLY-SCH-RCD:

TOTAL-RCD:
```

FIGURE 2-53

c. INPUT INSTRUCTIONS - All data elements are protected except those shown below. Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
RGS-CD	READING GROUP SPECIALIST CODE (2A/N) - Enter the two position RGS-CD (users ID) of the user for whom statistics are required. Must contain data.
AS-OF-DATE	AS OF DATE (6N) - Enter the six position calendar date (YYMMDD) of the date for which statistics are required.

2.2.3.27 CT5720 - APPLIED MODIFICATIONS

a. GENERAL - This inquiry displays all modifications applicable to a particular contract number including the modification number, kind of modification, status (processed, backlog, etc.) and hard copy receipt indicator for each modification.

b. SCREEN FORMAT - Figure 2-54 is a sample screen format for CT5720.

```
*****
CT5720                APPLIED MODIFICATIONS
CBUD                                AS-OF:

PIIN:                        SPIIN:        ORG:        PRNTR-ID

      MOD-NO      KOM      STAT      HC      MOD-NO      KOM      STAT      HC
*****
```

FIGURE 2-54

c. INPUT INSTRUCTIONS - Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number for which the inquiry is required. Must match a PIIN/SPIIN/ORG on the data base.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (5A/N) - Enter the call/order number, if applicable, for the contract for which the inquiry is required.
ORG	ORGANIZATION (2A/N) - Enter the two position ORG as it appears in the data base for the inquiry contract.
PRNTR-ID	PRINTER IDENTIFICATION CODE (4A/N) - Enter the four position printer identification code as found in the TE MOD to the printer to which this inquiry is to be routed. Leave blank if a hard copy is not required.

d. DATA ELEMENT OUTPUT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>														
AS OF	AS OF DATE AND TIME - This as of date and time of the reply will be system generated.														
MOD-NO	MODIFICATION NUMBER - The contract modification applied to the PIIN/SPIIN requested.														
KOM	KIND OF MODIFICATION - The kind of modification is shown in this field. A list of the codes and descriptions may be found in part 15 of this manual.														
STAT	STATUS - Indicates the current status of the modification as follows: <table> <tr> <th><u>CODE</u></th><th><u>EXPLANATION</u></th></tr> <tr> <td>B</td><td>In backlog - unprocessed.</td></tr> <tr> <td>P</td><td>Processed.</td></tr> <tr> <td>A</td><td>Awaiting Hard Copy.</td></tr> </table>	<u>CODE</u>	<u>EXPLANATION</u>	B	In backlog - unprocessed.	P	Processed.	A	Awaiting Hard Copy.						
<u>CODE</u>	<u>EXPLANATION</u>														
B	In backlog - unprocessed.														
P	Processed.														
A	Awaiting Hard Copy.														
HC-REC-IND	HARD COPY RECEIPT INDICATOR - Indicates hard copy receipt as follows: <table> <tr> <th><u>INDICATOR</u></th><th><u>DESCRIPTION</u></th></tr> <tr> <td>Blank</td><td>Active Document.</td></tr> <tr> <td>1</td><td>Unprocessed (Backlog Document).</td></tr> <tr> <td>2</td><td>Awaiting hard copy.</td></tr> <tr> <td>3</td><td>Unprocessed and awaiting hard copy.</td></tr> <tr> <td>4</td><td>In processed status and hard copy received--to be reported that day (appears one).</td></tr> <tr> <td>5</td><td>PCO notification submitted--appears only once on that day.</td></tr> </table>	<u>INDICATOR</u>	<u>DESCRIPTION</u>	Blank	Active Document.	1	Unprocessed (Backlog Document).	2	Awaiting hard copy.	3	Unprocessed and awaiting hard copy.	4	In processed status and hard copy received--to be reported that day (appears one).	5	PCO notification submitted--appears only once on that day.
<u>INDICATOR</u>	<u>DESCRIPTION</u>														
Blank	Active Document.														
1	Unprocessed (Backlog Document).														
2	Awaiting hard copy.														
3	Unprocessed and awaiting hard copy.														
4	In processed status and hard copy received--to be reported that day (appears one).														
5	PCO notification submitted--appears only once on that day.														

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATIONS</u>
PIIN-SPIIN IS NO LONGER ON THE DATA BASE	The requested PIIN/SPIIN is no longer on the data base.
CAO-CD DOES NOT MATCH TABLE OF VALID ORG CDS	The CAO requested does not match the table of Valid ORG Codes.
ENTRY IN THE PRNTR FIELD IS INVALID	The entry made in the PRNTR field did not match the table of valid printer identification codes within the district. Either the entry must be corrected or the field must be blanked out (using ERASE EOF key) for the inquiry to function.

ERROR MESSAGE

EXPLANATIONS

NO MORE REQUESTED
INFORMATION LOCATED

The requested information is not located in
the data base.

THE DATA ELEMENT REQUESTED
IS NOT ON THIS SCREEN

The data element for which the Computer
Based User Documentation was requested does
not exist on this screen.

2.2.3.28 CT5730 - CONTRACTS BY CONTRACTOR

a. GENERAL - By entering a CAGE, Contractor Code, the user can have the system display all contracts in CAR Sections 1-4 for that contractor. Data displayed includes PIIN-SPIIN, ACO, CAR Part Number, CAR Section Number, Production Surveillance Code, Industrial Specialist Code, Obligated Dollars and Unliquidated Dollars. When the user depresses the ENTER key the system will continue to display existing contracts until all are displayed or the user depresses PA2. At this time the system will return to CT5700A. If the user depresses PF12 the system will return to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-55 is a sample screen format for CT5730.

```
*****
CT5730                      CONTRACTS BY CONTRACTOR
CBUD:                      AS-OF:
CAGE:                      CONTRR-NAME      ORG:      PRNTR-ID:

PIIN          SPIIN  ACO PT SEC  PS  IS  OBLIGATED  UNLIQUIDATED
```

TOTAL:

```
*****
FIGURE 2-55
```

c. INPUT INSTRUCTIONS - Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - Enter a valid CAGE for which the inquiry is requested. Must match the ADRS.
PRNTR-ID	PRINTER IDENTIFICATION (4A/N) - Enter the four position printer identification for the printer to which a hard copy is to be routed, if desired; otherwise, leave blank. If entered, must be a valid printer ID for the district.

d. DATA ELEMENT OUTPUT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
AS OF	AS OF DATE AND TIME - The as of date and time of the reply will be system generated.
CONTRR-NAME	CONTRACTOR NAME - The contractor(s) name performing the contract(s) displayed.
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - The two position CAO Code for the CAGE listed by the user.
PIIN-SPIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER AND SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - The contract(s) assigned to the CAGE entered by the user.
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER CODE - The code that identifies a specific individual administrative contracting officer is shown.
PT	CONTRACT ADMINISTRATION REPORT PART NUMBER - The CAR part assigned to the PIIN-SPIIN displayed. C - Support, B - Firm Fixed Price under \$100,000 without special clauses and A - All not B or C.
SEC	CONTRACT ADMINISTRATION REPORT SECTION NUMBER - This field indicates the Contract Administration Report (CAR) section number that will be listed. 1 - Active Contract, 2 - Physical Complete, 3 - Dormant Contracts, 4 - Financial Adjustment Required.
PS	PRODUCTION SURVEILLANCE CODE - The production surveillance code indicating the level of production involvement for the contract displayed.
IS	INDUSTRIAL SPECIALIST - Displays the IS code assigned to the contract displayed.
OBLIGATED	OBLIGATED DOLLARS - That amount stated at a contract, call/order level by appropriation which Government agency will eventually disburse for goods or services required under that contract, call/order displayed.
UNLIQUIDATED	UNLIQUIDATED DOLLARS - The amount yet to be disbursed on the displayed contract.

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATIONS</u>
CAGE MUST MATCH ADRS FILE	The CAGE entered must match the Activity Address File (ADRS).
ENTRY IN THE PRNTR FIELD IS the district.	The entry made in the PRNTR field did not match the table of valid printer identification codes within INVALID. Either the entry must be corrected or the field blanked out (using the ERASE EOF key) for the inquiry to function.
NO MORE REQUESTED INFORMATION LOCATED	The information request is not on the data base.
THE DATA ELEMENT REQUESTED IS NOT ON THIS SCREEN	The data element for which Computer Based User Documentation was requested does not exist on this screen.

2.2.3.29 CT5750 - MAF ATTRIBUTE DATA

a. GENERAL - Users may view pertinent information on the address file for a specified contractor via this inquiry. An entry appearing in the REPLMT-CAGE indicates that the CAGE Code entered has been replaced by the code shown in the REPLMT-CAGE. Data are extracted by CAGE.

b. SCREEN FORMAT - Figure 2-56 is a sample screen format for CT5750.

```
*****
CT5750                MAF ATTRIBUTE DATA
CBUD:                 AS OF:                 CAGE:
PRNTR-ID:             CONTR-NAME:

      CITY             ST:             ZIP-CD:             TY-FACIL:

      ACO-CD           INDUS-SP-CD           CONT-MGT-ASST           TRAN-SP-CD

      PROD-ENG-CD      PROP-AD-CD           QAR                       QA-ORG-CD

      REPLM-CAGE       CHG-DT-ADRS         QA-PVN-CD                 CMDTY-CD
*****
```

FIGURE 2-56

c. INPUT INSTRUCTIONS - To obtain the information shown, data are input as follows. All other fields are protected.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CAGE	COMMERCIAL AND GOVERNMENT ENTITY (5A/N) - Must contain a valid H8 Code for a contractor.
PRNTR-ID	PRINTER IDENTIFICATION CODE (4A/N) - To receive a hard copy listing enter a valid printer identification code for a printer located within the district. Otherwise, leave blank.

d. DATA ELEMENT OUTPUT DESCRIPTION

CONTR-NAME	CONTRACTOR'S NAME - The name recorded on the Activity Address File for this contractor (CAGE).
CITY	CITY - The city where the contractor is located.

ST	STATE - The state where the contractor is located.
ZIP-CD	ZIP CODE - The ZIP Code recorded for this contractor (CAGE).
TY-FACIL	<p>TYPE OF FACILITY CODE (1A) - A code which indicates whether this facility or activity has a resident or nonresident QA representative. Codes are as follows:</p> <p>R - A resident facility requiring the assignment of one or more full time personnel.</p> <p>N - A nonresident facility where less than the full-time assignment of one man is required.</p>
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER CODE - The code for the Administrative Contracting Officer currently recorded for this contractor in the Activity Address File (MAF).
INDUS-SP-CD	INDUSTRIAL SPECIALIST CODE - The code for the Industrial Specialist currently recorded for this contractor in the Activity Address File (MAF).
CONT-MGT-ASST	CONTRACT MANAGEMENT ASSISTANT - The code for the Contract Management Assistant currently recorded for this contractor in the Activity Address File (MAF).
TRAN-SP-CD	TRANSPORTATION SPECIALIST CODE - The code for the Transportation Specialist currently recorded for this contractor in the Activity Address File (MAF).
PROD-ENG-CD	PRODUCTION ENGINEER CODE - The code for the Production Engineer currently recorded for this contractor in the Activity Address File (MAF).
PROP-AD-CD	PROPERTY ADMINISTRATOR CODE - The code for the Property Administrator currently recorded for this contractor in the Activity Address File (MAF).
QAR	QUALITY ASSURANCE REPRESENTATIVE - The code for the Quality Assurance Representative currently recorded for this contractor in the Activity Address File (MAF).
QA-ORG-CD	QUALITY ASSURANCE ORGANIZATION CODE - The Quality Assurance Organization Code currently recorded for this contractor in the Activity Address File (MAF).
REPLM-CAGE	REPLACEMENT CAGE (Contractor Identity Code) - When the Contractor Code (CAGE) requested has been replaced by a new code, the new code will appear in this field. Otherwise, the code requested is the current code (CAGE) for this contractor and this field will be blank.

CHG-DT-ADRS DATE CAGE REPLACED - When the REPLM-CAGE contains an entry, this element reflects the date that the CAGE requested was replaced (YYMMDD).

QA-PVN-CD QUALITY ASSURANCE PROVISION CODE - A code for identifying the Quality Provision. The code is determined by the highest quality provision to which the contractor is currently required to comply with by contract. Codes are as follows:

<u>CODE</u>	<u>EXPLANATION</u>
A	MIL Q 9859A
B	NHB 5300.4 (1B)
C	MIL I 4520A
D	NHB 5300.4 (IC)
E	OTHER

CMDTY-CD COMMODITY CODE - The primary Commodity Code currently recorded for this contractor (CAGE) in the Activity Address File (MAF).

2.2.3.30 CT57C0 - SUMMARY OF SHIPMENT DATA BY CONTRACT

a. GENERAL - This inquiry will provide shipment data summarized by line item for a given contract. The user is required to enter the contract number and identify if the print option is required. The system will present one line item at a time followed by the shipments processed against that line item. If the indicator on the bottom left-hand corner equals *SHIP* this means there are additional shipments for the line item currently displayed. By depressing ENTER key you can view the remaining shipments. If the indicator equals *CLIN* this means there are more line items on the contract. By depressing ENTER you can view the next line item and its associated shipments. (Note: When the print option is selected the system will print all information for a contract before returning control to the user.) If the indicator equals *END* this means all information for the requested contract has been displayed. If the ENTER key is depressed without entering a new contract number the system will process the current contract again. At any time the user is permitted to change the contract number. By depressing the PA2 key the user can return to CT5700A.

b. SCREEN FORMAT - Figure 2-57 is a sample screen format for CT57C0.

```
*****
CT57C0                      SUMMARY OF SHIPMENT DATA BY CONTRACT
CBUD:                      AS OF:

PIIN:                      SPIIN:                      PRNTR-ID:

                        LINE ITEM INFORMATION
CLIN:                      ORD-QTY:                      QTY-SHPD:                      QTY-ACPT:

                        SHIPMENT INFORMATION
SHP-NO                      QTY-SHP                      QTY-ACP                      SHPD-DT                      SHP-TO                      UM                      STATUS
```

CLIN

```
*****
                        FIGURE 2-57
```

c. INPUT INSTRUCTIONS - Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number of your request. The system will validate your entry to ensure the requested contract is on the data base.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - If the contract in question is an order, the order number is entered in this field. The system will validate your entry to ensure the requested order is on the data base.
PRNTR-ID	PRINTER IDENTIFICATION (4A/N) - If a hard copy of this inquiry response is required, enter the four position printer identification to which print is to be routed; otherwise, leave blank. If entered, must match a printer identified within the district.

d. DESCRIPTION OF OUTPUT - The information provided by this inquiry is divided into two segments as follows:

(1) LINE ITEM INFORMATION

CLIN	CONTRACT LINE ITEM NUMBER - This line item from the contract currently being provided.
ORD-QTY	ORDER QUANTITY - The number of items ordered against the line item currently being displayed.
QTY-SHPD	TOTAL QUANTITY SHIPPED - The total quantity shipped to date against this line item. This quantity only includes those shipments identified as PROCESS in the Shipment Information.
QTY-ACPT	TOTAL QUANTITY ACCEPTED - The total quantity accepted to date against this line item. This quantity only includes those shipments identified as PROCESS in the Shipment Information.

(2) SHIPMENT INFORMATION

SHP-NO	SHIPMENT NUMBER - Represents the actual Shipment Number of the shipments against this line item.
QTY-SHP	QUANTITY SHIPPED - Represents the quantity of this shipment shipped against the line item indicated.
QTY-ACP	QUANTITY ACCEPTED - Represents the quantity of this shipment accepted for the line item indicated.
SHPD-DT	SHIPMENT DATE - The date the shipment was made or the service was performed.

SHP-TO SHIP TO - The DoDAAD of the activity to which material was shipped or where the service was performed.

UM UNIT OF MEASURE - The measurement used in conjunction with the item or service being provided.

STATUS STATUS - Can be one of the following entries:

a. PROCESS - A valid shipment that has processed and updated the line item.

b. RECYCLE - An invalid shipment that is recycling awaiting the action that will make it valid.

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATION</u>
ENTRY IN THE PRNTR-ID FIELD IS INVALID	The entry made in the PRNTR-ID field did not match the table of valid printer identification codes within the district. Either the entry must be corrected or the field blanked out (using the ERASE EOF key) for the inquiry to function.
THERE ARE NO LINE ITEMS FOR THIS CONTRACT	There are no line items on the requested contract.
ALL LINE ITEMS HAVE BEEN SHOWN	All of the line items for the requested contract have been displayed. Enter a new contract number or depress PA2 to exit to CT5700A.
THE REQUESTED CONTRACT IS NOT ON THE DATA BASE	The contract number as entered does not match an existing contract in the data base.
THE DATA ELEMENT REQUESTED IS NOT ON THIS SCREEN	The data element for which Computer Based User Documentation was requested does not exist on this screen. Check the entry and make the necessary correction.

f. ACTION IDENTITY CODE

SHIP Indicated additional shipments exist for the identified CLIN. Depress ENTER to view the additional info mation.

CLIN Indicates additional line items exist on the contract. Depress ENTER to view the next line item.

END Indicates that all line items have been displayed. If the user does not enter a new contract number, the system will redisplay the line items for the contract previously requested.

2.2.3.31 CT57D0 - CONTRACT LINE ITEM STATUS

a. GENERAL - This inquiry will display the status of a contract (a selected CLIN or all CLINs depending on the users entries) including the order quantity, quantity shipped, quantity past scheduled delivery date, quantity still to be delivered, and the quantity delinquent. The user enters the PIIN/SPIIN of the contract. If all CLINs are to be displayed the C-ELIN field is left blank. If a particular CLIN is requested that number is entered in the C-ELIN field. The user may obtain a hard copy of the inquiry by entering a valid printer identification in the PRNTR field. When the status field in the lower left portion of the screen equals *MORE*, this indicates additional line items can be displayed. After printing or displaying all line items, the status field is set equal to *END*. The user may enter a new PIIN/SPIIN/C-ELIN or depress PA2 to return to CT5700A. If PF12 is used, control will be returned to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-58 is a sample screen format for CT57D0.

```
*****
CT57D0                CONTRACT LINE ITEM STATUS
CBUD:                AS OF:
PIIN:                SPIIN:                C-ELIN:                PRNTR:
IS:                CONTR-NAME:

CLIN  NOUN  PU  ORD-QTY  QTY-SHP  PST-SCH  FUT-SCH  QTY-DEL
```

```
*****
FIGURE 2-58
```

c. INPUT INSTRUCTIONS - Required entries are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number of your request. The system will validate your entry to ensure the requested contract is on the data base.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - If the contract in question is an order, enter the four position order number in this field. If an entry is made in this field, the system will validate your entry to ensure the requested order is on the data base.
C-ELIN	CONTRACT LINE ITEM NUMBER/EXHIBIT LINE ITEM NUMBER (6A/N) - If status of a specific CLIN/ELIN is desired, enter the appropriate CLIN/ELIN in this field. If you wish to view all CLIN/ELINS for the requested contract, leave this field blank. If an entry is made in this field the system will validate your entry to ensure the CLIN/ELIN exists on the requested contract.
PRNTR	PRINTER IDENTIFICATION (4A/N) - If a hard copy of this inquiry response is required, enter the four position printer identification to which the print to be routed; otherwise, leave blank. If entered, must match a printer identified within the district.

d. DESCRIPTION OF OUTPUT - The information shown on this inquiry includes the following:

CONTR-NAME	CONTRACTOR NAME - The name of the contractor performing on the requested contract.
IS	INDUSTRIAL SPECIALIST/CONTRACT MANAGEMENT ASSISTANT - The two position code of the individual assigned production responsibility on the requested contract.
CLIN	CONTRACT LINE ITEM NUMBER/EXHIBIT LINE ITEM NUMBER - The CLIN/ELINS associated with the requested contract.
NOUN	NOUN - A description of the line item on the requested contract.
PU	PURCHASE UNIT - The measurement used in conjunction with the item or service being provided.
ORD-QTY	ORDER QUANTITY - The number of deliverables ordered against the line item.
QTY-SHP	QUANTITY SHIPPED - The total quantity shipped to date against the line item. This data is extracted from the line item data record information.

PST-SCH PAST SCHEDULED QUANTITY - The total quantity scheduled that was due prior to today's date. This is computed by reviewing each schedule against the line item.

FUT-SCH FUTURE SCHEDULED QUANTITY - The total quantity scheduled that will be due after today's date inclusive. This count also includes any undefined schedules. The quantity is computed by reviewing each schedule against the line item.

QTY-DEL QUANTITY DELINQUENT - The total quantity of past due schedules which have not been shipped prior to today's date. The quantity is computed by subtracting the QTY-SHP from the PST-SCH. Negative entries in this field indicate the contractor is shipping ahead of schedule or that the quantity variance has been exercised.

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATION</u>
ENTRY IN THE PRNTR FIELD IS INVALID	The entry made in the PRNTR field did not match the table of valid printer identification codes within the district. Either the entry must be corrected or the field blanked out (using the ERASE EOF key) for the inquiry to function.
THE REQUESTED CONTRACT IS NOT ON THE DATA BASE	The contract number as entered does not match an existing contract in the data base.
THE DATA ELEMENT REQUESTED IS NOT ON THIS SCREEN	The data element for which Computer Based User Documentation was requested does not exist on this screen. Check the entry and make the necessary correction.
THIS CLIN IS NOT ON THE REQUESTED CONTRACT	The entry in the C-ELIN field does not match any of the line items on the requested contract.
THERE ARE NO LINE ITEMS FOR THE REQUESTED CONTRACT	No line items were found on the data base for the requested contract.

f. ACTION IDENTITY CODE

(1)*MORE* - Indicates additional line items exist on the contract. Depress ENTER to view the next line item.

(2)*END* - Indicates that all line items have been displayed. If the user does not enter a new contract number, the system will redisplay the line items for the contract previously requested.

2.2.3.32 CT5800 - ONLINE ABSTRACT INQUIRIES

a. GENERAL - This inquiry allows the user to select various combinations of data base information according to their needs. The menu screen displays the types of data available for selection. The user enters an X by the selections, the contract number (PIIN/SPIIN), and, if a hard copy is desired, a printer identification to which printed copy is to be routed.

b. SCREEN FORMAT - Figure 2-59 is a sample screen format for CT5800.

```
*****
CT5800                                ONLINE ABSTRACT INQUIRY

CONTRACT LEVEL DATA
  ADMINISTRATIVE DATA
  ADDRESS DATA
  PROVISIONS DATA
  REMARKS DATA
  CCN DATA
  ACO ALERT DATA
ACCOUNTING DATA
LINE ITEM DATA
SCHEDULE DATA
SHIPMENT DATA
INVENTORY DATA
ALL DATA BASE RECORDS
SELECT INDIVIDUAL RECORDS                PIIN:
                                           SPIIN:
                                           ORG:
PRINT (YES/NO) :
PRINTER-ID:
```

FIGURE 2-59

c. INPUT INSTRUCTIONS - The following data elements are required for input.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CONTRACT LEVEL DATA	CONTRACT LEVEL DATA (1A) - Enter an X if all contract level data (administrative, address, provisions, remarks, CCN and ACO Alert Data Base) is required. If this selection contains an X, the individual Contract Level Data (i.e., Administrative Data, Address Data, Provisions Data, etc.) selections, the All Data Base Records and Select Individual Records selections must be blank.
ADMINISTRATIVE DATA	ADMINISTRATIVE DATA (1A) - Enter an X the administrative data pertaining to the contract is required. If Contract Level Data selection, All Data Base Record or Select Individual Records selections contain an X, this field must be blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ADDRESS DATA	ADDRESS DATA (1A) - Enter an X if the contractor and payment address information is required. If Contract Level Data selection, All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
PROVISIONS DATA	PROVISIONS DATA (1A) - Enter an X if the contract payment provision information is required. If Contract Level Data selection, All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
REMARKS DATA	REMARKS DATA (1A) - Enter an X if the contract remarks information is required. If Contract Level Data selection, All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
CCN DATA	CCN DATA (1A) - Enter an X if the information related to contract closure is required. If Contract Level Data selection, All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
ACO ALERT DATA	ACO ALERT DATA (1A) - Enter an X if the ACO Alert information is required. If Contract Level Data selection, All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
ACCOUNTING DATA	ACCOUNTING DATA (1A) - Enter an X if accounting classification data are required. If All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
LINE ITEM DATA	LINE ITEM DATA (1A) - Enter an X if supply and service line item information for this contract is required. If All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
SCHEDULE DATA	SCHEDULE DATA (1A) - Enter an X if the supply schedule information is required. If All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
SHIPMENT DATA	SHIPMENT DATA (1A) - Enter an X if shipment data are required. If All Data Base Records or Select Individual Records selections contain an X, this field must be blank.
INVENTORY DATA	INVENTORY DATA (1A) - Enter an X if inventory data for the contract and all recorded modifications are required. If All Data Base Records or Select Individual Records selections contain an X, this field must be blank.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
ALL DATA BASE RECORDS	ALL DATA BASE RECORDS (1A) - Enter an X if All Data Base Records are required. If this field contains an X all other selections must be blank.
SELECT INDIVIDUAL RECORDS	SELECT INDIVIDUAL RECORDS (1A) - Enter an X a specific record (ACRN, CLIN-ELIN, Shipment Number, etc.) is required. If this field contains an X all other selections must be blank.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN as it appears on the data base. This field must contain data. See ORG for further validation.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the four position call/order Number as it appears on the data base. Must be blank or a valid SPIIN. See ORG for further validation requirements.
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - If PIIN is a prime contract, this field may be left blank. If a support contract, must enter the two digit ORG associated with the contract. ORG is extracted from the data base for prime contracts. Entries in PIIN/SPIIN/ORG combination must match the data base.
PRINT	PRINT (3A/N) - If a hard copy is desired, enter YES. Otherwise, leave blank or enter NO. If this field is YES, printer ID must contain data.
PRINTER-ID	PRINTER IDENTIFICATION (4A/N) - If PRINT is YES, must contain four position printer ID valid for the District. Otherwise, leave blank.

d. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATIONS</u>
IF ALL INDICATOR CONTRACT IS DATA OTHER OPTIONS MUST BE BLANK	When selecting to view all the data base records for a specified contract, only the SELECT ALL indicator may contain an X. All the other indicators must be blank.
IF SEL-IND CONTAINS DATA OTHER OPTIONS MUST BE BLANK	When the SELECT INDIVIDUAL RECORDS option contains an X, all other selection indicator fields must be blank.
IF CONT-IND CONTAINS DATA CONTRACT SEL-OPTIONS MUST BE BLANK	The option to view all contract level records has been selected along with one of the individual contract level screens (e.g., Provisions Data). Both options may not be selected at the same time. To see

ERROR MESSAGE

EXPLANATIONS

	an individual screen, place an X next to the required screen only. To see all the contract level data, enter an X by CONTRACT LEVEL DATA.
ONE OF THE SELECTED OPTIONS MUST BE CHECKED	An X must be entered in one of the selection options before any data may be viewed. To exit the inquiry, use the PA2 or PF12 option. Otherwise, place an X by the required data and depress ENTER.
THERE IS NO PRIME CONTRACT FOR THIS PIIN/SPIIN	The system cannot find a prime administration contract for the PIIN/SPIIN entered. If a support delegation contract is to be viewed, the two position CAO Organization Code must be entered.
PIIN/SPIIN/ORG UNMATCHED TO INVENTORY	An inventory record indicating the contract has been processed cannot be found for the PIIN, SPIIN, and CAO Organization Code entered. Verify the entries before continuing and correct as necessary.
PRINT MUST BE BLANK, YES OR NO	The entry for the print option must be blank or NO when a hard copy is not required. To receive a hard copy print enter YES (in full) in this field.
PRNTR-ID IS NOT A VALID ADDRESS	The entry in the printer identification field is not a valid address for a local printer. These addresses are validated against a table. Contact your supervisor for a valid code or to have the valid code entered in the tables.

2.2.3.32.1 CT5801 - ADMINISTRATIVE DATA

a. GENERAL - This inquiry screen displays the administrative data relating to the contract requested on CT5800. Some of this data includes CAGE, ADMIN-BY, PAYG-OFC, and Kind and Type of Contract. By depressing ENTER the user will continue to the next selection indicated. If no further selections were made or if the user depresses PA2 the system will return to CT5800, Functional Host Data Base Inquiry. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of CBUD field itself.

b. SCREEN FORMAT - Figure 2-60 is a sample screen format for CT5801.

```
*****
CT5801                                ADMINISTRATIVE DATA
CBUD:

      PIIN:                                SPIIN:                                ORG:

      CAGE:                                CONTRR FACL:
      ISSD BY:                            ADMIN BY:
      CAR PARTNO:                        CAR SEC NO:
      DEPT CD:                          BUY ACTY CD:
      KIND CON CD:                      TY CONTR CD:
      CON ASGM CD:                      T CONTRR CD:
      NOUN:                             ACO CD:
      IS/CMA-CD:                        PROP AD CD:
      DMS RTG:                          CMDTY CD:
      PROD SUV CD:                      INS ACPT CD:
      SCTY CLS CD:                      UNLTRL IND:
      VAL ENG IND:                      FUNC LMTN:
      EFF DT:                          CON RCVD DT:
      FNL DVY DT:                      ACO ABS PREPD:
      WPNS CD/ACAT CD:                  KR FNL DVY DT:
      IRS 1099 IND:                    EDI MILSCAP IND:
```

FIGURE 2-60

c. INPUT INSTRUCTIONS - No entries required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N)
 - This is the 13-position contract number.

SPIIN SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION
 NUMBER - Reflects a number used in conjunction with
 the basic PIIN to identify (1) amendments to solici-
 tation documents (four position numeric serial
 number, commencing with 0001) or (2) calls/orders
 against Basic Ordering Agreements (BOA) or Blanket
 Purchase Agreement (BPA) (four position alphanumeric
 serial number).

ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - The two position code identifying the office which administers the contract.
CAGE	COMMERCIAL AND GOVERNMENT ENTITY - This is a code assigned to identify each contractor separately.
CONTRR-FACL	CONTRACTOR'S FACILITY - The identity code of the facility at which the work is to be performed if the work covered by the contract is to be in a facility at an address other than the In-The-Clear address shown in the contractor's block of the contract. When more than one facility will be involved in performing the contract a 9 will appear in this field.
ISSD-BY	ISSUED BY - DoDAAD Code of the office submitting the contract data.
ADMIN-BY	ADMINISTERED BY - DoDAAD Code of the organization responsible for administering the contract.
CAR-PARTNO	CONTRACT ADMINISTRATION REPORTING PART NUMBER CODE - A code that relates to the CAR part A, B, or C (each requiring different levels of contract administration) that this contract has been assigned. (See part 15 of this manual.)
CAR-SEC-NO	CONTRACT ADMINISTRATION REPORTING SECTION NUMBER - This is a code assigned to a procurement instrument that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 15 of this manual.
DEPT-CD	DEPARTMENT CODE - A code used for Service Agency Designation. A list of the department codes are contained in part 15 of this manual.
BUY-ACTY-CD	BUYING ACTIVITY CODE - Buying activity that placed the contract.
KIND-CON-CD	KIND OF CONTRACT CODE - Kind of contract reflects the basic intent of the contract such as procurement of supplies, research, etc. A list of the codes and explanations are contained in part 15 of this manual.
TY-CONTR-CD	TYPE OF CONTRACT CODE - Type of contract identifies the specific kind of contract pricing provisions differentiated by the structure and clause content of the contract. A list of the codes and explanations are contained in part 15 of this manual.
CON-ASGM-CD	CONTRACT ASSIGNMENT CODE - A code depicting the type of administrative responsibility assigned to a contract. A list of the codes and explanations are contained in part 15 of this manual.

T-CONTRR-CD	TYPE OF CONTRACTOR CODE - The classification of contractors in accordance with the FAR. For a list of the codes and explanations see part 15 of this manual.
NOUN	NOUN - Represents the first 11 positions of the name and/or description of the item being procured.
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER (ACO) IDENTIFICATION CODE - A code representing the ACO administering the contract.
INDUS-SP-CD	INDUSTRIAL SPECIALIST CODE/CONTRACT MANAGEMENT ASSISTANT - A locally assigned code identifying a specific Industrial Specialist or Contract Management Assistant to whom the contract is assigned for surveillance.
PROP-AD-CD	PROPERTY ADMINISTRATOR CODE - A locally assigned code identifying a specific Property Administrator responsible for administering any property applicable to a contract.
DMS-RTG	DEFENSE MATERIAL SYSTEM RATING - The DPS requires prime contractors of defense agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DPS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference ver nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS Rating Codes are contained in part 15 of this manual.
CMDTY-CD	COMMODITY CODE - A code that designates a grouping of supplies, construction, or other services with QA responsibilities. A listing of the codes and explanations are contained in part 15 of this manual.
PROD-SUV-CD	PRODUCTION SURVEILLANCE CODE - A code that identifies the degree of production surveillance to be performed by the Contract Administration Services Activity. The category codes are normally assigned based on the urgency, priority, or the contractor performance history. A list of the PS Codes and explanations are contained in part 15 of this manual.

INS-ACPT-CD	INSPECTION/ACCEPTANCE CODE - A one position code that indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15 of this manual.
SCTY-CLS-CD	SECURITY CLASSIFICATION - A code used to show if a security classification has been assigned to the procurement instrument. The field will be Coded C if the documents are classified or Coded U if not classified.
UNLTRL-IND	UNILATERAL INDICATOR - Unilateral Contracts/Purchase orders will be Coded U when the document is unilateral; otherwise, it will be blank.
VAL-ENG-IND	VALUE ENGINEERING CLAUSE INDICATOR - A code that indicates whether an award contains a value engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.
	<u>CODE</u>
	V Contract includes VE incentive clause.
	Y Contract includes VE program or both incentive and program clauses.
	Blank No VE incentive or program clauses.
FUNC-LMTN	CONTRACT ADMINISTRATION FUNCTIONAL LIMITATIONS - These codes indicate that partial administration responsibilities have been assigned to the DCMD. For a list of the codes and explanations see part 15 of this manual.
EFF-DT	EFFECTIVE DATE - Effective date or order date (YYMMDD) of the contract.
CON-RCVD-DT	CONTRACT RECEIVED DATE - Date the procurement instrument was received at the DCMD (YYMMDD).
FNL-DVY-DT	FINAL DELIVERY SCHEDULE DATE - This date represents the latest date on file for the contract to be completed (YYMMDD).
IRS1099 IND	IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.
KR-FNL-DVY-DT	CONTRACTOR RESPONSIBILITY FINAL DELIVERY DATE - The original FDD, adjusted by modification (S) issued to extend the delivery schedule or performance period for government or excusable cause. If this date is prior to the Final Delivery Date, this indicates a modification was issued because of contractor responsibility.

2.2.3.32.2 CT5802 - ADDRESS DATA

a. GENERAL - This inquiry screen displays to the user the Contractor Name, City, State and ZIP Code, NAM-ADR-IND, REMIT-ADRS and Payee Data for the contract entered on CT5800. By depressing ENTER the user will continue to the next selected indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 2-61 is a sample screen format for CT5802.

```
*****
CT5802                      ADDRESS DATA
CBUD:

      PIIN:                      SPIIN:                      ORG:

CONTRR-NAME:
CITY:                      ST:                      ZIP-CD:

                        PAYEE DATA

      ADRS-LIN1:
      ADRS-LIN2:
      ADRS-LIN3:
      ADRS-LIN4:
      ADRS-LIN5:
      ADRS-LIN6:
```

FIGURE 2-61

c. INPUT INSTRUCTIONS - No entries required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

2.2.3.32.2 CT5802 - ADDRESS DATA

a. GENERAL - This inquiry screen displays to the user the Contractor Name, City, State and ZIP Code, NAM-ADR-IND, REMIT-ADRS and Payee Data for the contract entered on CT5800. By depressing ENTER the user will continue to the next selected indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 2-61 is a sample screen format for CT5802.

CT5802 ADDRESS DATA

CBUD:

PIIN:

SPIIN:

ORG:

CONTRR-NAME:

CITY:

ST:

ZIP-CD:

PAYEE DATA

ADRS-LIN1:

ADRS-LIN2:

ADRS-LIN3:

ADRS-LIN4:

ADRS-LIN5:

ADRS-LIN6:

FIGURE 2-61

c. INPUT INSTRUCTIONS - No entries required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.

SPIIN SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - The two position code of the office which is administering the contract.
CITY	CITY - The city where the contractor is located.
ST	STATE - The state where the contractor is located.
ZIP-CD	ZIP CODE - The ZIP Code where the contractor is located.
NAME-ADR-IND	NAME AND ADDRESS INDICATOR - This field will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.
	<u>CODE</u>
	Blank Alternate Payee is not applicable.
	R Contractor remittance address
	N Notice of assignment
	C Canadian Commerical Corporation
REMIT ADDRESS	CONTRACTOR'S REMITTANCE ADDRESS - This is the Commercial and Government Entity (CAGE) Code where the contractor desires payments to be made.
PAYEE DATA	ADRS-LIN1 - The In-The-Clear address for Payee Data. ADRS-LIN2 - The In-The-Clear address for Payee Data. ADRS-LIN3 - The In-The-Clear address for Payee Data. ADRS-LIN4 - The In-The-Clear address for Payee Data. ADRS-LIN5 - The In-The-Clear address for Payee Data. ADRS-LIN6 - The In-The-Clear address for Payee Data.

2.2.3.32.3 CT5803 - PROVISIONS DATA

a. GENERAL - This inquiry screen displays the data affecting the payment control for the contract entered on CT5800. These elements include the discount terms, progress payment percentages, special payment instruction indicators, etc. By depressing ENTER the user will continue to Screen CT5910, Provision Level Special Payment Instruction Inquiry, if the PROG-PAY-INST-RQD or BVN-INST-RQD indicator contains a 'Y'. If these indicators contain a 'N', the user will continue to the next selection indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 2-62 is a sample screen format for CT5803.

```
*****
CT5803                      PROVISIONS DATA
CBUD:

      PIIN:                      SPIIN:                      ORG:

      TOTAMT-CONT:                OBLAMT-CONT:
      UNL-DV-CONT:                OBLAMT-OTH:
      UNLQ-DV-PP:                 WITHHOLD:
      RSVRD-FNDS:                 CANCLD-FNDS:
      CST-CONTR:                 FEE-CONTR:
      SPC-CON-PVN:                DISCNT-TRMS:
      DISC-DY-NET:                DISC-IN-OTH:                CEIL-PCT:
      PMT-PCT:                   US-RCP-PCT:                FMS-PMT-PCT:
      FMS-RCP-PCT:                AUDTR-APRVL:                RVU-CONTRS:
      PMT-CURNCY:                ADV-PMT-AUT:                SPCL-TOOLNG:
      TEC-DATA-RQ:                LQD-DMG-IND:                PKG-CRG-AUT:
      DSTN-SHP-RQ:                WHLD-DATA:                WHLD-NSP:
      SHPG-WT-DIM:                FRT-CRG-AUT:                MIN-SIZ-SHP:
      CRIT-DES-CD:                FIN-ACTN-CD:                PAYG-OFC:
      IBOP-IND:                  IBOP-CTY-CD:                IBOP-PCT:
      IBOP-CGY-CD:                PRE-PROD-SP:                NCLEL-PYPV:
      BVN-INST-RQD:                PROGPAY-INST-RQD:            SPCL-PAY-RQD:
*****
```

FIGURE 2-62

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial

number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.

TOTAMT-CONT TOTAL AMOUNT OF CONTRACT - The face value of the contract in dollars and cents. If no costs are involved the field will be zero filled.

OBLAMT-CONT OBLIGATED AMOUNT - The amount stated at a contract or call/order Level which a Government agency will eventually disburse for goods or services under that contract or call/order.

UNL-OBL-CONT UNLIQUIDATED OBLIGATION - The total remaining dollar obligation on a contract or call/order, after disbursements have been made.

OBLAMT-OTH OBLIGATED AMOUNT OTHER - The amount for a contract or call/order that other disbursing offices have obligated.

UNLQ-DV-PP UNLIQUIDATED DOLLAR VALUE PROGRESS PAYMENTS - The total unrecovered progress payments made to the contractor or subcontractor.

WITHHOLD ***WITHHOLD - The total of money on the contract that has been withheld by the Government.***

RSVRD-FNDS RESERVED FUNDS FIELD - Reserved Funds are a net total of all funds that are suspended in either Prevalidation or Cash Management at Contract Level.

CANCLD-FNDS ***CANCELED FUNDS - The contract total of the remaining ULO on those ACRNs that contain a canceled funds indicator, which indicates that the appropriation for the ACRN was canceled in a previous fiscal year.***

CST-CONTR COST AMOUNT CONTRACTOR - The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or auditor in accordance with the terms of the contract.

FEE-CONTR FEE AMOUNT CONTRACTOR - The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.

SPC-CON-PVN SPECIAL CONTRACT PROVISIONS - A code identifying certain contract provisions which require specialized attention and handling. See part 15 of this manual for a list of the codes and explanations.

DISCNT-TRMS	DISCOUNT TERMS - These are offered by the contractor payments made within stated periods.
%	First discount percentage (if offered by the contractor).
DAY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DAY	Second discount period in days.
DISC-DY-NET	NET DISCOUNT DAYS - Reflects the number of days allowed for payment of an invoice when a discount is not offered or taken.
DISC-IN OTH	DISCOUNT INDICATOR OTHER - Other terms offered by the contractor are indicated by a 9 in this field.
CEIL-PCT	WORK-IN-PROGRESS CEILING PERCENTAGE - This percentage indicates the maximum total of Work-In-Progress payments allowable. Percentages are entered only if Work-In-Progress payments are indicated in the contract and are recorded to one decimal.
PMT-PCT	U.S. WORK-IN-PROGRESS PAYMENT PERCENTAGE - This percentage is used to establish dollar limitations of progress payment requests for U.S. requirements. When U.S. progress payments are not indicated, this field will be blank. Percentages are recorded to one decimal (e.g., 900 is 90%).
US-RCP-PCT	U.S. WORK-IN-PROGRESS RECOUPMENT PERCENTAGE - This reflects the percentage rate at which progress payments are liquidated from invoices submitted. When U.S. progress payments are not indicated, this field will be blank. Percentages are recorded to one decimal (e.g., 900 is 90%).
FMS-PMT-PCT	FOREIGN MILITARY SALES WORK-IN-PROGRESS PAYMENT PERCENTAGE - Reflects a percentage used to establish dollar limitations of progress payment requests for FMS requirements. When FMS progress payments are not indicated, this field will be blank. Percentages are recorded to one decimal (e.g., 900 is 90%).
FMS-RCP-PCT	FOREIGN MILITARY SALES WORK-IN-PROGRESS RECOUPMENT PERCENTAGE - Reflects the percentage rate at which progress payments are liquidated from invoices submitted. When FMS progress payments are not indicated, this field will be blank. Percentages are recorded to one decimal (e.g., 900 is 90%).
AUDTR-APRVL	AFO, AUDITOR, OR ACO APPROVAL - Codes indicate that a requirement for contractor certification of precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification is indicated in the document. For a list of the codes and explanations see part 15 of this manual.

RVU-CONTRS	MANDATORY REVIEW CODE - Mandatory review of the contract is a required action by the Voucher Examiner for certain types of contracts to determine payment for entitlements. For a list of the codes and explanations see part 15 of this manual.
PAY-CURNCY	PAYMENT CURRENCY - This is the currency that will be used to pay the contract.
ADV-PMT-AUT	ADVANCE PAYMENT AUTHORIZED - A code that indicates advance payment can be made to prime contractors or by prime contractors to subcontractors or suppliers prior to, in anticipation of, and for the purpose of complete performance under a contract.
SPCL-TOOLNG	SPECIAL TOOLING - Unique tooling for which the Government acquires full rights under a contract when other than a line item of the contract. If the special tooling clause is applicable, the field will be Coded S; otherwise, it will be blank.
TEC-DATA-RQ	PATENT/ROYALTY/TECHNICAL DATA REQUIRED - When there is a requirement for contractor to submit a patent, royalty or tech data clearance certificate upon completion of contract the appropriate code will be shown. For a list of these codes and explanations see part 15 of this manual.
LIQ-DMG-IND	LIQUIDATED DAMAGES CHARGES INDICATOR - This field will be blank if the clause does not apply. See part 15 of this manual for a list of the codes and explanations.
PKG-CRG-AUT	PACKAGING CHARGES AUTHORIZED - A code is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.

CODE

Blank - Contractor is not authorized to bill for packaging and handling as a separate item on invoice. P-Contractor is authorized to bill for packaging and handling as a separate item on invoice.

DSTN-SHP-RQ	F.O.B DESTINATION/EVIDENCE OF SHIPMENT REQUIRED - This clause states that the contractor will: (1) provide delivery of goods to the destination site at no additional cost to the Government, and (2) attach to his invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract. The field will contain one of the following:
-------------	--

CODE

Blank - F.O.B Destination/Evidence of shipment clause is not applicable to Specified Contract.
T - F.O.B Destination/Evidence of shipment clause is applicable to Specified Contract.

The Code T indicates that the contractor is required to furnish evidence of shipment with their invoice. This code does not indicate payment of transportation is authorized. An example of a requirement for this code is where the contract specifies inspection and acceptance at source, with F.O.B Destination. Some contracts have the F.O.B origin block checked; however, this F.O.B origin clause may contain, in part, the wording, IF THE CONTRACTOR'S SHIPPING PLANT IS LOCATED IN THE SAME CITY (OR COUNTRY) LISTED AS A DESTINATION OR PORT OF LOADING IN THE CONTRACTS, THE CONTRACTOR SHALL DELIVER THE SUPPLIES TO THAT DESTINATION OR PORT AT HIS EXPENSE AND SUCH PORTION OF THE CONTRACT WILL BE FOB DESTINATION. Code T would be shown if the contract contained DAR Clause 7-104.76. On Fast Pay and other contracts, an entry is made only if FAR 7-104.76 is a part of the contract. The following contains examples of requirements for including Code T and DD Form 1716 preparation.

<u>INSPECTION</u>	<u>ACCEPTANCE</u>	<u>FOB</u>	<u>CODE T</u>	<u>DD FORM 1716</u>
S	S	D	YES	YES*
S (COC)	S (COC)	D	YES	YES*
FAST PAY	FAST PAY	S OR D	* *	NO
S	D	S OR D	NO	NO
D	D	D	NO	NO
S		NOT PROVIDED	* *	YES

*If DAR or FAR (ASPR) 7-104.76 F.O.B Destination - Evidence of Shipment is not in contract.

**Mandatory Review Code 9 (other) should be in the RVU-CONTRS field on the Provisions Data Record.

***If DAR or FAR 7-104.76 is made a part of the contract.

WHLD-DATA	WITHHOLDING DATA - TECHNICAL DATA - If coded, payment will be withheld until all technical data have been received. DAR 9-504 has caused insertion of DAR clause 7-104.9H in the contract.
WHLD-NSP	WITHHOLDING DATA - NOT SEPARATELY PRICED (NSP) - When a code appears in this element, payment will be withheld until all NSP lines are delivered. DAR Clause 7-104.7 is cited in the contract.
SHPG-WT-DIM	GUARANTEED MAXIMUM SHIPPING WEIGHT/DIMENSION - This clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clause is applicable; otherwise, will be blank.

FRT-CHG-AUT	<p>TRANSPORTATION FREIGHT CHARGES AUTHORIZED - A code that is used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.</p> <p><u>CODE</u></p> <p>F Transportation Freight charges authorized by CLIN or SUB-CLIN on the contract.</p> <p>Y Transportation Freight charges authorized by special provision of the contract.</p> <p>P Parcel Post charges are authorized.</p>
MIN-SIZ-SHP	<p>FOB ORIGIN/MINIMUM SIZE OF SHIPMENT - This clause of the contract states that the contractor will make shipment incarload or truckload lots in accordance with the delivery schedule. Failure to comply with result in the contractor becoming liable for the increased costs of shipping.</p> <p><u>CODE</u></p> <p>Blank - F.O.B origin minimum size shipment clause is not applicable to specified contract.</p> <p>F - F.O.B origin minimum size shipment clause is applicable to specified contract.</p>
CRIT-DES-CD	<p>CRITICALITY DESIGNATOR CODE - One that designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 15 of this manual.</p>
FIN-ACTN-CD	<p>FINANCIAL ACTION CODE - This is a code that determined the type of financial action to be taken. This field is usually left blank at input. The Financial Action Code (FAC) is mechanically generated based on the following logic: Line item on fixed-price type contract or combination of fixed-price and cost type and ACRN is other than U-Blank will be assigned FAC3. All other contracts are FAC4. In those cases where the FAC should be other than the mechanically generated code, the FAC will be entered (i.e., FAC4 should always be entered for those ELINS established by a DD Form 1425 item or cost type items billed on public voucher, as cost reimbursements).</p>
PAYG-OFC	<p>PAYING OFFICE - DoDAAD Code of the office authorized to make payment.</p>
IBOP-IND	<p>INTERNATIONAL BALANCE OF PAYMENTS (IBOP) INDICATOR - IBOP Indicator will be Coded K if an IBOP clause is applicable on this contract; otherwise, this field will be blank.</p>

IBOP-CTY-CD	IBOP COUNTRY CODE - Country Code identifying the territory or nation in which payment will be address to the contractor. See part 15 of this manual for the current list of assigned Country Codes.
IBOP-PCT	IBOP PERCENTAGE - Reflects the conversion rate of U.S. Currency. If there is an IBOP percentage clause in the contract, the field will be Coded P; otherwise, this field will be blank.
IBOP-CGY-CD	IBOP SUPPLEMENTAL PAYMENT CATEGORY CODES - See part 15 of this manual for the explanation of each code.
PRE-PROD-SP	FIRST ARTICLE/PREPRODUCTION SAMPLE - When coded will show a first article requirement. If Coded A in status, the first article test is complete and the date represents the date of Government acceptance. If Coded F in the status, the first article requirements have not yet been completed and the date represents the due date for accomplishment. If there are no first article requirements on the contract, these fields will be blank.
NCLEL-PY-PV	NONCLIN/ELIN PROVISIONS - A code which indicates that the contract contains requirements expressing contractor responsibilities not directly involving performance on the supplies line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. See part 15 of this manual for a list of the codes and explanations.
PROGPAY- INST-RQD	PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTION (1A) - An indicator which denotes special payment instructions apply to Progress Payment Requests on this contract. A 'Y' in this field will cause all subsequent Progress Payment Requests to be paid manually.
BVN-INST-RQD	BUREAU VOUCHER (BVN) SPECIAL PAYMENT INSTRUCTION REQUIRED (1A) - An indicator which denotes special payment instructions apply to BVNs on this contract. A 'Y' in this field will cause all subsequent Bureau Voucher Requests to be paid manually.
SPCL-PAY-RQD	SPECIAL CLIN/ELIN PAYMENT INSTRUCTIONS REQUIRED (1A) - An indicator used to denote that special payment instructions apply to this CLIN/ELIN. A valid entry of 'Y' in this field will cause all subsequent payments relative to this CLIN/ELIN to be paid manually.

2.2.3.32.3.1 CT5910 - PROVISION LEVEL SPECIAL PAYMENT INSTRUCTION INQUIRY

a. GENERAL - This inquiry screen displays detailed Progress Payment and/or BVN Special Payment Instructions. Explanation (definition) of each data element except CBUD can be obtained by entering the data element (PROG-PAY-INST or BVN-INST) in the CBUD field.

b. SCREEN FORMAT - Figure 2-62.a is a sample screen format for CT5910.

```
*****
CT5910          PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS INQUIRY
CBUD:

PIIN:           SPIIN:          CAO-ORG-CD:          RGS-CD:

                PROGPAY-INST:
#####
#####
#####
#####
#####

                BVN-INST:
#####
#####
#####
#####
#####

### #####
*****
```

FIGURE 2-62.a

c. INPUT INSTRUCTIONS - All data is protected. No input is required/ allowed.

2.2.3.32.4 CT5804 - REMARKS DATA

a. GENERAL - The existing coded and uncoded remarks for the contract being inquired for are displayed via this screen. These include ACO coded remarks, dates and reason codes relating to sections 2, 3, or 4, ACO Notebook Indicator and some Free Format remarks. If the ACO-NTBK-IND has a 'Y', Screen CT5930 will be displayed when the ENTER key is depressed; otherwise, the user will continue to the next selection indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 2-63 is a sample screen format for CT5804.

```
CT5804                      REMARKS DATA
CBUD:
      PIIN                      SPIIN:                      ORG:
      ACO-NTBK-IND:
R1  P-CONTR-PIN:                      P-CONTR-SPN:
      UT-NAME:                      UT-ADRS:

R2  FNL-ACPT-DT:                      OVRG-DT:
      EST-CLSG-DT:                      R2-RSN-CDS:

R3  FST-SHOW-R3:                      R3-RMKS:

R4  FST-SHOW-R4:                      DSFM-RMK:

      R5-RMK:
      R6-RMK:
      R7-RMK:
      R8-RMK:
      FREE:

                        STD-ACO-CDD-RMK
```

FIGURE 2-63

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code identifying the office which is administering the contract.
ACO-NBK-IND	ACO NOTEBOOK REMARKS INDICATOR - A 'Y' in this field indicates there are ACO Administrative Narrative Remarks relative to the contract.
R1 P-CONTR-PIN	PRIME CONTRACTOR PIIN - The primary contract number associated with this support contract.
P-CONTR-SPN	PRIME CONTRACTOR SPIIN - The order number for the above prime contract.
UT-NAME	UPPER TIER CONTRACTOR NAME - The primary contractor for the support contract.
UT-ADRS	UPPER TIER CONTRACTOR ADDRESS - The primary contractor's address.
R2 FNL-ACPT-DT	FINAL ACCEPTANCE DATE - The date on which the final items on a contract will be completed (YYMMDD).
OVRG-DT	OVERAGE DATE - The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows: (a) FP unilateral contract value under \$25,000 - three months; (b) all other fixed-price contracts except (1)above - six months; (c) all other contract types - 20 months; (d) cost district overhead settlement - 36 months.
EST-CLSG-DT	ESTIMATED CLOSING DATE - Estimated date contract will be closed if contract closure is expected to be delayed beyond the overage date.
R2-RSN-CDS	RECORD 2 REASON CODES - Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 15 of this manual.
R3 FST-SHOW-R3	FIRST SHOW DATE - The date a contract first appeared in section 3 of the CAR.
R3-RMKS	REASON FOR DORMANCY CODES - Code(s) indicating the reason the contract is dormant. For a list of the codes and explanations see part 15 of this manual.
R4 FST-SHOW-R4	FIRST SHOW DATE - SECTION 4 - This remark section is reserved for use by the Finance Office in conjunction with its responsibility for the CAR. Included is the date a contract first appeared in section 4 of the CAR.
DSFM RMK	THE FINANCE OFFICE REMARK - In-The-Clear remark explaining the reason(s) the contract was included in CAR section 4.
R5-RMK	ACO UNCODED REMARK - A section used as unrestricted,
R6-RMK	uncoded data input by the ACOs and used to portray

R7-RMK	unique contract administration action.
R8-RMK	R8 REMARK - This fixed format remark section is generated when an S is entered on the indicator code. It consists of the following:
TYPE DOC	TYPE DOCUMENT - Type of document being used to identify delinquent contract, as follows:
	<u>CODE</u>
	2 DD Form 375-2 or DLA Form 1654 (test)
	5 DD Form 375
	L Letter
	M Message
DT-FWRD	DATE FORWARDED - Date the report was forwarded to the PCO (YYMMDD).
DT-DELINQ	DATE DELINQUENT - The date on which performance under a contract became overdue (YYMMDD).
RSN FOR DELAY	REASON FOR DELAY CODES - See appendix A-25 for a list of the codes and explanations.
FRCST DT	FORCASTED DATE - Forecast date represents a new estimated completion date when there is a delay in the contract completion (YYMMDD).
KNEW DATE	KNEW DATE - Date on which the Production Specialist generated the initial R8 Remark. (YYMMDD)
FREE	PRODUCTION REMARK - R8 section free format is generated when F is entered on the indicator code. The F will generate and appear in the first position of the entered remark on all output products.
STD-ACO-CDD-RMK	STANDARD ACO CODED REMARK - A code used to indicate the presence of contract clauses and other contract administration requirements. See part 15 of this manual for a list of the codes and explanations.

2.2.3.32.4.1 CT5930 - ACO NOTEBOOK REMARKS INQUIRY

a. GENERAL - This inquiry screen displays detailed ACO Administrative Narrative Remarks. Explanation (definition) of the data element except for CBUD can be obtained by entering ACO-NTBK-RMKS in the CBUD field.

b. SCREEN FORMAT - Figure 2-63.a is a sample screen format for CT5930.

```
*****
CT5930                      ACO NOTEBOOK REMARKS INQUIRY
CBUD:

PIIN:                      SPIIN:      CAO-ORG-CD:      RGS-CD:

ACO-NTBK-RMKS:

#####
#####
#####
#####
#####

### #####

*****
                        FIGURE 2-63.a
```

c. INPUT INSTRUCTIONS - All data is protected. No entries are required/allowed.

2.2.3.32.5 CT5805 - CCN DATA

a. GENERAL - The data relating to contract closeout processing is displayed to the user. This includes the closing condition and time groups, final payment date, contract closed date, etc. By depressing ENTER, the user will continue to the next selection indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 2-64 is a sample screen format for CT5805.

```
*****
CT5805                      CCN DATA
CBUD:

      PIIN:                      SPIIN:                      ORG:

CL-COND-GRP:                  CL-TIME-GRP:
FNL-PAY-DT:                   SUB-VCHR-NO:
CONT-CLD-DT:                  CCN-IND:
ACTN-DT-NLA:                  CCN-IND-R7:
CCN-CANC-SW:                  CCN-NLA-ISS:
CCN-OVRG14:                   CCN-OVRG-Q:
                               CCN-SUS-CDX:
CCN-IND-PKX:                  CCN-IN-PK9F:
CCN-SUS-NLA:                  CCN-FUP-ACO:
CCN-FUP-FCM:                  CCN-FUP-FA:
CCN-INTM-CD:                  ACTN-DT-CCN:
```

FIGURE 2-64

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code which identifies the office that is administering the contract.
CL-COND-GRP	CLOSING CONDITION GROUPS CODES - May be found in part 15 of this manual.
CL-TIME-GAP	CLOSING TIME GROUP - This field depicts Standard Time Limits for Closeouts. These codes are found in part 15 of this manual.
FNL-PAY-DT	FINAL PAYMENT DATE - The date of the voucher reflecting final payment of the contract. This date will be expressed as year-month-day.
SUB-VCHR-NO	SUBVOUCHER NUMBER - The final payment voucher number.
CONT-CLS-DT	CONTRACT CLOSING DATE - The date all administrative action has been completed.
CCN-IND	CCN INDICATOR - A one position field which is used to indicate that a contract is subject to CCN processing. Y=Yes, N=No.
ACTN-DT-NLA	ACTION DATE NLA - Information only NLA.
CCN-IND-R7	CCN INDICATOR R7 - Indicates the R7 was updated with FIN PAY PROC Date.
CCN-CANC-SW	CCN CANCEL SWITCH - Used to cancel a PK9 already issued.
CCN-NLA ISS	CCN DATE NLA ISSUED - The date of the final pay NLA.
CCN-ORVG 14	21 DAY OVERAGE ALERT DATE - The 21 day alert ECD indicator.
CCN-OVRG-Q	A coded field for the informational NLA Codes are found in part 15 of this manual.
CCN-SUS-CDX	A CCN closing indicator of X.
CCN-IND-PKX	PKX INDICATOR - Indicates a PKX generated.
CCN-IN-PK9F	PK9 INDICATOR - Indicates a PK9 generated.
CCN-SUS-NLA	A seven day suspense indicator.
CCN-FUP-ACO	Counts the number of times a suspense NLA was referred.
CCN-FUP-FCM	Not used.
CCN-FUP-FA	Not used.

CCN-INTM-CD

Type action NLA:

H - Transfer	F - Final Closing
G - Final Pay	M - No NLA

ACT-DT-CCN

The date CCN was attempted to be closed.

e. MESSAGES

ERROR MESSAGE

EXPLANATIONS

THIS IS A SUPPORT CONTRACT

The contract being viewed is a support contract.

2.2.3.32.6 CT5806 - ACO ALERT DATA

a. GENERAL - This inquiry screen displays all the dates on which ACO alerts will be generated for various ACO coded remarks. These alerts indicate action required by the ACO in administration of the contract inquired for on CT5800. By depressing ENTER the user will continue to the next selection indicated. If no further selections were made or if the user depresses PA2, the system will return to CT5800, Functional Host Data Base Inquiries. If the user depresses PF12 the system will return control to CT0001, Contract Maintenance Master Menu. Detailed information is available for each data element on the screen with the exception of other CBUD field itself.

b. SCREEN FORMAT - Figure 2-65 is a sample screen format for CT5806.

```
*****
CT5806                      ALERT DATA
CBUD:
      PIIN:                  SPIIN:                  ORG:

      DT-ALRT-02:            DT-ALRT-03:
      DT-ALRT-16:            DT-ALRT-18:
      DT-ALRT-21:            DT-ALRT-40:
      DT-ALRT-41:            ALRT-IND-49:
      DT-ALRT-CLS:
```

FIGURE 2-65

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is adminis- tering the contract.
DT-ALRT-02	DATE ALERT 02 - The date R9 Code 02, Patent Rights Alert Report is due.
DT-ALRT-03	DATE ALERT 03 - The date R9 Code 03, Special Tooling Alert Report is due.
DT-ALRT-16	DATE ALERT 16 - The date R9 Code 16, Financial Alert Report is due.
DT-ALRT-18	DATE ALERT 18 - The date R9 Code 18, Fixed price In- centive/Redeterminable Quarterly Statement Alert Report is due.
DT-ALRT-21	DATE ALERT 21 - The date R9 Code 21, NASA New Tech- nology Alert Report is due.
DT-ALRT-40	DATE ALERT 40 - The date R9 Code 40, Labor Standards Provisions Alert Report is due.
DT-ALRT-41	DATE ALERT 41 - The date R9 Code 41, Facilities/Lease Rental Statement/Payment Due Alert Report is due.
DT-ALRT-49	DATE ALERT 49 - The date R9 Code 49, Limitation of Cost or Funds Alert Report is due.
DT-ALRT-CLS	CLOSEOUT ALERT DATE - The date the ACO Closeout Alert Report UYCD02 is due.
ALERT-IND-49	ALERT 49 INDICATOR - An alert indicator of Y indi- cates that Alert Report for R9 Code 49 has been produced, which occurs when 70% of obligated value has been expended.

2.2.3.32.7 CT5811 - ACCOUNTING DATA

a. GENERAL - All existing accounting data for the contract being inquired are displayed by using this inquiry screen. This includes ACRN, applicable accounting classification data, total obligated dollars, unliquidated dollars, outstanding progress payments, transportation charges, variation in quantity for the ACRN displayed. When the user depresses ENTER the system will display the next ACRN until all ACRNs for the contract have been displayed. The system will then display the next selection, if one was made, or return to CT5800. If the user depresses PA2 or PF12 the system will return control to CT5800, Functional Host Data Base Inquiries, or CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-66 through 2-69 are sample screen formats for CT5811, CT5812, CT5813, and CT5814, respectively.

```
*****
CT5811                      ACCOUNTING DATA INQUIRY (ARMY)
```

PIIN:	SPIIN:	ORG:
ACRN:		FD-CD:
LMT-SUBH:		PGM-YR:
AGCY-CD:		ALOTM-SER:
BDGT-PROJ:		OBJ-CLS-CD:
CNTRY-CD:		PRON:
ACCTG-STA:		DEPT-CD:
		CNCLD-FND-IND:
PAYG-OFC:		CPN-RECIP:
NONCELI-PAY:		FMS-CTRY-CD:
POSTL-IND:		DT-LST-ACT:
OBLIG:		ULO:
WIP:		DISCOUNT:
QTY-VAR:		TRANS:
ADV-PAY:		LIQ-DMG:

```
*****
FIGURE 2-66
```

CT5812 ACCOUNTING DATA INQUIRY (AIR FORCE)

PIIN:	SPIIN:	ORG:
ACRN:	FD-CD:	
LMT-SUBH:	PGM-YR:	
AGCY-CD:	AL-SER-BDGT:	
BDGT-PROJ:	MIL-PGM-CD:	
EL-XPNS-INV:	PGM-EL:	
ACCTG-STA:	DEPT-CD:	
	CNCLD-FND-IND:	
PAYG-OFC:	CPN-RECIP:	
NONCELI-PAY:	FMS-CTRY-CD:	
POSTL-IND:	DT-LST-ACT:	
OBLIG:	ULO:	
WIP:	DISCOUNT:	
QTY-VAR:	TRANS:	
ADV-PAY:	LIQ-DMG:	

FIGURE 2-67

CT5813 ACCOUNTING DATA INQUIRY (DLA)

PIIN:	SPIIN:	ORG:
ACRN:	FD-CD:	
LMT-SUBH:	SUB-ALOTM:	
AGCY-CD:	OBJ-CLS-CD:	
BDGT-PROJ:	ACCTG-STA:	
CNTRY-CD:	DEPT-CD:	
	CNCLD-FND-IND:	
PAYG-OFC:	CPN-RECIP:	
NONCELI-PAY:	FMS-CTRY-CD:	
POSTL-IND:	DT-LST-ACT:	
OBLIG:	ULO:	
WIP:	DISCOUNT:	
QTY-VAR:	TRANS:	
ADV-PAY:	LIQ-DMG:	

FIGURE 2-68

CT5811 ACCOUNTING DATA INQUIRY (NAVY)

PIIN:	SPIIN:	ORG:
ACRN:	FD-CD:	
LMT-SUBH:	OBJ-CLS-CD:	
BUR-CTL-NO:	SUB-ALOTM:	
ACCTG-ACTY:	PROPTY-ACTY:	
COST-CD:	DEPT-CD:	
	CNCLD-FND-IND:	
PAYG-OFC:	CPN-RECIP:	
NONCELI-PAY:	FMS-CTRY-CD:	
POSTL-IND:	DT-LST-ACT:	
OBLIG:	ULO:	
WIP:	DISCOUNT:	
QTY-VAR:	TRANS:	
ADV-PAY:	LIQ-DMG:	

FIGURE 2-69

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen formats.

(1) CT5811 ARMY ACCOUNTING DATA

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data

Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

FD-CD	FUND CODE - Fund Codes designate the appropriation of the funds to be charged.
LMT SUBH	LIMITATION/SUBHEAD - Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
PGM-YR	PROGRAM YEAR - The appropriate one position alphanumeric program year as reflected in the accounting classification is shown. The program year will contain data except for appropriation 21 X4991. The program year may be blank for appropriation 21 X4992 when the fund code generated is A5. If the program year was not available, the current fiscal year (i.e., for 1983 only) is shown.
AGCY-CD	AGENCY CODE - This is a two digit code identifying: (1) for special funds -- The operating agency issuing the funds, (2) for open and special allotment funds -- The operating agency administering the funds, (3) for deposit fund transactions -- The operating agency under whose jurisdiction the using installation or activity operates and (4) for reimbursements -- The operating agency having jurisdiction over the installation furnishing the goods or services, or the operating agency to which funds were allocated for furnishing the goods or services. This code represents the second and third positions of the Army Supplemental Accounting Classification.
ALOTM-SER	ALLOTMENT SERIAL NUMBER - The allotment serial is a number, not to exceed four digits, assigned by an operating agency to identify multiple fund subdivisions within an appropriation or fund. This number immediately follows the hyphen (-), which separates it from the general operation agency code. It is the fourth through seventh positions of the Army Supplemental Accounting Classification.
BDGT-PROJ	PROGRAM ELEMENT/BUDGET PROJECT - A seven position field representing: (1) Major program -- The first position of the field is used to identify the specific program under the five year defense program, (2) Subprogram -- The second position of the field is used to identify the first subdivision within the program account and (3) Budget project -- The third through seventh positions of the field are used to represent significant budget structure. Represents the eighth through fourteenth positions of the Army Supplemental Accounting Classification.

OBJ-CLS-CD	ELEMENT OF EXPENSE/OBJECT CLASS - A classification designed to specify the type of resource being employed or consumed. A four digit number which is shown on accounting documents following the program element/budget project, separated by a hyphen (-). The first two positions (summary level) identify the object class codes used for reporting object classes to the Office of Management and Budget (OMB) and Treasury Department. The last two positions are detailed breakouts of the object class. Represents the 15th through 18th positions of the Army Supplemental Accounting Classification.
CNTRY-CD	COUNTRY CODE - This is a two position alpha code which identifies a geographical area, a country, an island or a group of islands and/or possessions. The country code will follow the fiscal station number. Represents the 19th and 20th positions of the Army Supplemental Accounting Classification.
PRON	PROCUREMENT REQUEST/ORDER NUMBER - A classification designed for all cost reimbursable type contracts, and those fixed priced type contracts for which progress or advance payments are authorized. Comprised of the (1) Fiscal year -- The fiscal year in which the program is issued and (2) serial -- a unique serially assigned number for a specific order. Represents the 23rd through 28th positions of the Army Supplemental Accounting Classification (fiscal year in 23 and serial in 24-28).
ACCTG-STA	FISCAL STATION NUMBER - This is a classification designed to specify the installation/station responsible for maintaining the funds to be charged or credited with the transaction. This is a five digit number preceded with the letter S and is shown on accounting documents following the element of expense classification. Represents the 21st and 22nd positions of the Army Supplemental Accounting Classification.
DEPT-CD	DEPARTMENT CODE - The Army department code shown was generated as follows: If the PMT-CURNCY in the Provisions Data section is C, a 5 is generated. Otherwise, a 1 is generated.
CNCLD-FND-IND	CANCELED FUND INDICATOR - A one position field that indicates whether the funds for the ACRN have been canceled. The alpha character represents the year the funds were canceled (i.e. A = 1994, B = 1995 etc.).
PAYG-OFC	PAYING OFFICE - If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here and the paying office in the provisions data record section will be 9 blank.

CPN-RECIP	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT - The CPN recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS - A code representing requirements expressing contractor responsibilities not directly involving performance on the supplies or services line item(s) but for which the contractor may be reimbursed or the Government may collect. See part 15 of this manual for a list of the codes and explanations.
FMS-CTRY-CD	FMS COUNTRY CODE - On FMS appropriations/contracts the two position alphanumeric FMS Country Code is shown. Not all FMS contracts contain FMS appropriations. A list of the codes are in part 1, chapter 5 of this manual. The FMS Country Code is used in the automatic payment of progress payments.
POSTL-IND	TRANSACTION CODE - A code which indicates the type of transportation charges which have been authorized. For a list of the codes and explanations see part 15 of this manual.
DT-LST-ACT	DATE LAST ACTION - The date of the last transaction.
OBLIG	OBLIGATED AMOUNT - That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ULO	UNLIQUIDATED DOLLAR VALUE - The total dollar value obligated for this ACRN, less the total dollar amount disbursed for this ACRN.
WIP	UNLIQUIDATED WORK-IN-PROCESS (PROGRESS) PAYMENTS - Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification (ACRN).
DISCOUNT	DISCOUNT - The dollar value deducted from an account because of prompt payment.
QTY-VAR	QUANTITITY VARIANCE AMOUNT - The amount disbursed for an overshipment of an item charged to this accounting classification (ACRN).
TRANS	Transportation - The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	UNLIQUIDATED ADVANCE PAYMENTS - An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	LIQUIDATED DAMAGE AMOUNT - An amount which reflects the amount collected toward liquidated damages charges.

(2) CT5812, AIR FORCE ACCOUNTING DATA

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
FD-CD	FUND CODE - Fund Codes designate the appropriation of the funds to be charged.
LMT-SUBH	LIMITATION/SUBHEAD - Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
PGM-YR	PROGRAM YEAR - The appropriate one position program year as reflected in accounting classification is shown. The program year field must contain data for all entries. A zero is entered if no data are available.
AGCY-CD	OPERATING AGENCY CODE - The Operating Agency Code represents the Air Force operating agency to which funds are allocated. (Two position codes are assigned to each operating agency.) Field is the fourth through fifth positions of the Air Force Supplemental Accounting Classification.
AL-SER-BDGT	ALLOTMENT SERIAL NUMBER - The allotment serial number/operating budget account number is a two position code assigned by the operating agency to identify the activity to which funds are issued. Represents the sixth and seventh positions of the Air Force Supplemental Accounting Classification.

BDGT-PROJ	BUDGET PROGRAM ACTIVITY CODE (BPAC) - The BPAC is a six position alphanumeric code established for a classification below appropriation level to identify major budget programs and activities. It is applicable for procurement and RDT&E appropriations. The first two positions indicate the budget program; the last four positions indicate the appropriate weapon system or research management activity. Represents the eighth through thirteenth positions of the Air Force Supplemental Accounting Classification.
MIL-PGM-CD	MATERIAL PROGRAM CODE (MPC) - The MPC is a four position code to identify major elements of weapon systems. These codes apply to the procurement appropriations and are used in those appropriations with the budget program activity code (BDGT-PROJ). Field represents the 14th through 19th positions of the Air Force Supplemental Accounting Classification.
EL-XPNS-INV	ELEMENT OF EXPENSE/INVESTMENT CODE - This field identifies the nature of services and items acquired for immediate consumption (expenses) or capitalization (investments). They provide information to facilitate financial management and budget preparation. Field represents the 20th through 24th positions of the Air Force Supplemental Accounting Classification.
PGM-EL	PROGRAM ELEMENT - This code identifies subdivisions of program and cost data related to weapon systems or support functions in the Air Force Financial program. It is a six position code used in connection with the accounting system for operations. Field represents the 25th through 30th positions of the Air Force Supplemental Accounting Classification.
ACCTG-STA	ACCOUNTING STATION - The accounting station is a six position code assigned to identify principal Accounting and Finance Offices (AFOs) accounting and disbursing agent offices and accounting agent offices. The first four positions are the Disbursing Station Symbol Number (DSSN) assigned by the Treasury Department to all U.S. Government disbursing stations. The last two positions are assigned by AFAFC as a suffix to the DSSN to identify principal AFOs or agents. Field represents the 31st through 36th positions of the Air Force Supplemental Accounting Classification.
DEPT-CD	DEPARTMENT CODE - The Air Force department code shown was generated as follows: If the PMT-CURRENCY in the Provisions Data section is C, a 6 is generated. Otherwise, a 2 is generated.
CNCLD-FND-IND	CANCELED FUND INDICATOR - A one position field that indicates whether the funds for the ACRN have been canceled. The alpha character represents the year the funds were canceled (i.e. A = 1994, B = 1995 etc.).

PAYG-OFC	PAYING OFFICE - If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here and the paying office in the Provisions Data Record section will be 9 blank.
CPN-RECIP	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT - The CPN recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS - A code representing requirements expressing contractor responsibilities not directly involving performance on the supplies or services line item(s) but for which the contractor may be reimbursed or the Government may collect. See part 15 of this manual for a list of the codes and explanations.
FMS-CTRY-CD	FMS COUNTRY CODE - On FMS appropriations/contracts, the two positions alphanumeric FMS alphanumeric FMS Country Code is shown. Not all FMS contracts contain FMS appropriations. A list of the codes are in part 15 of this manual. The FMS Country Code is used in the automatic payment of progress payments.
POSTL-IND	TRANSACTION CODE - A code which indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 15 of this manual.
DT-LST-ACT	DATE LAST ACTION - The date of the last transaction.
OBLIG	OBLIGATED AMOUNT - That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ULO	UNLIQUIDATED DOLLAR VALUE - The total dollar value obligated for this ACRN, less the total dollar amount disbursed for this ACRN.
WIP	UNLIQUIDATED WORK-IN-PROCESS (PROGRESS) PAYMENTS - Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification (ACRN).
DISCOUNT	DISCOUNT - The dollar value deducted from an account because of prompt payment.
QTY-VAR	QUANTITY VARIANCE AMOUNT - The amount disbursed for an overshipment of an item charged to this accounting classification (ACRN).
TRANS	TRANSPORTATION - The amount disbursed for transportation charges for this accounting classification (ACRN).

ADV-PAY	UNLIQUIDATED ADVANCE PAYMENTS - An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	LIQUIDATED DAMAGE AMOUNT - This is an amount which reflects the amount collected toward liquidated damages charges.
(3) CT5813, DLA ACCOUNTING DATA	
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
FD-CD	FUND CODE - Fund Codes designate the appropriation of the funds to be charged.
LMT SUBH	LIMITATION/SUBHEAD - Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
SUB-ALOTM	ALLOTMENT/SUBALLOTMENT - This element is a three position field for DDS/DLA fund cites. Represents the second through fourth positions of the DLA Supplemental Accounting Classification.
PGM-CST-ACCT	PROGRAM AND COST ACCOUNT NUMBER - This is a five position field consisting of (1) program number -- a three digit number which identifies the budget program or the project/subproject accounts there under and (2) cost account number -- a two digit number identifying the lowest functional level within

the program or project/subproject for which costs are required. This field must contain data except for appropriation 97 X4961. Represents the sixth through tenth positions of the OSD/DLA Supplemental Accounting Classifications.

OBJ-CLS-CD	OBJECT CLASS CODE - An alphanumeric classification of financial transactions according to the nature of the services or supplies, equipment or other assets procured. Represents the 12th through 14th positions of the DLA/OSD Supplemental Accounting Classification.
CNTRY-CD	COUNTRY CODE - This is a two position alpha code which identifies a geographical area, a country, an island or a group of islands and/or possessions. The country code will follow the fiscal station number. Represents the 19th and 20th positions of the Army Supplemental Accounting Classification.
ACCTG STA	FISCAL ACCOUNTING STATION NUMBER - This element identifies the activity (office) which performs the financial accounting functions relative to appropriations made available by HQ DLA.
DEPT-CD	DEPARTMENT CODE - The DLA department code shown was generated as follows: If the PMT-CURRENCY in the provisions data section is C, a 7 is generated. Otherwise, a 3 is generated.
CNCLD-FND-IND	CANCELED FUND INDICATOR - A one position field that indicates whether the funds for the ACRN have been canceled. The alpha character represents the year the funds were canceled (i.e. A = 1994, B = 1995 etc.).
PAYG-OFC	PAYING OFFICE - If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the Additional paying office will be shown here and the paying office in the Provisions Data Record section will be 9 blank.
CPN-RECIP	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT - The CPN recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS - A code representing requirements expressing contractor responsibilities not directly involving performance on the supplies or services line item(s) but for which the contractor may be reimbursed or the Government may collect. See part 15 of this manual for a list of the codes and explanations.
FMS-CTRY-CD	FMS COUNTRY CODE - On FMS appropriations/contracts, the two position alphanumeric FMS Country Code is shown. Not all FMS contracts contain FMS appropriations. A list of the codes are in part 15 of this manual. The FMS Country Code is used in the automatic payment of Progress Payments.

POSTL-IND	TRANSACTION CODE - A code which indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 15 of this manual.
DT-LST-ACT	DATE LAST ACTION - The date of the last transaction.
OBLIG	OBLIGATED AMOUNT - That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ULO	UNLIQUIDATED DOLLAR VALUE - The total dollar value obligated for this ACRN, less the total dollar amount for this ACRN.
WIP	UNLIQUIDATED WORK-IN-PROCESS (PROGRESS) PAYMENTS - Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification (ACRN).
DISCOUNT	DISCOUNT - The dollar value deducted from an account because of prompt payment.
QTY-VAR	QUANTITY VARIANCE AMOUNT - The amount disbursed for an overshipment of an item charged to this accounting classification (ACRN).
TRANS	TRANSPORTATION - The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	UNLIQUIDATED ADVANCE PAYMENTS - An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	LIQUIDATED DAMAGE AMOUNT - This is an amount which reflects the amount collected toward liquidated damages charges.

(4) CT5814, NAVY ACCOUNTING DATA

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.

ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - This is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
FD-CD	FUND CODE - Fund Codes designate the appropriation of the funds to be charged.
LMT SUBH	LIMITATION/SUBHEAD - Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
OBJ-CLS-CD	OBJECT CLASS CODE - An alphanumeric classification or financial transaction according to the nature of the services, supplies, equipment or other assets procured. The object class normally requires two digits; however, IBOP requires three.
BUR-CTL-NO	BUREAU CONTROL NUMBER - Represents an allotment authorization number consisting of five digits. The first two positions designate serial number assigned to the allotment. Represent the fourth through eighth positions of the Navy Supplemental Accounting Classification.
SUB-ALOTM	SUBALLOTMENT/OPERATING BUDGET SUBDIVISION - The suballotment or operating budget subdivision is a one position alphanumeric component of the Navy Accounting Classification which is used to control budgets or allotments that are issued by major activities to subactivities.
ACCTG-ACTY	AUTHORIZATION ACCOUNTING ACTIVITY - The activity designated to perform accounting for an allotment, or when a suballotment is involved, for the suballotment. The activity will be identified by the unit identification code assigned to the activity. Represents the 10th through 15th positions of the Navy Supplemental Accounting Classification.
PROPTY-ACTY	PROPERTY ACCOUNTING ACTIVITY CODE - This field is used to identify stores accounts; plant property accounts; travel order identifications; fleet and security assistance program requisitions; research, development, test and evaluation; Navy stock fund budget project; and military personnel, Navy subsistence-in-kind program. If this field is not used to identify one of the above items, it will be available as an extension of the cost element for other pertinent data. Represents the 18th through 23rd positions of the Navy Supplemental Accounting Classification.

COST-CD	COST CODE - The cost code is the source of any information needed for the preparation of reports that require details beneath the level identified in the remainder of the accounting classification code or for which shortened coding is desired. Represents the 24th through 35th positions of the Navy Supplemental Accounting Classification.
DEPT-CD	DEPARTMENT CODE - The Navy department code shown was generated as follows: If the PMT-CURRENCY in the provisions data section is C, an 8 is generated. Otherwise, a 4 is generated.
CNCLD-FND-IND	CANCELED FUND INDICATOR - A one position field that indicates whether the funds for the ACRN have been canceled. The alpha character represents the year the funds were canceled (i.e. A = 1994, B = 1995 etc.).
PAYG-OFC	PAYING OFFICE - If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here and the paying office in the Provisions Data Record section will be 9 blank.
CPN-RECIP	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT - The CPN recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS - A code representing requirements expressing contractor responsibilities not directly involving performance on the supplies or services line item(s) but for which the contractor may be reimbursed or the Government may collect. See part 15 of this manual for a list of the codes and explanations.
FMS-CTRY-CD	FMS COUNTRY CODE - On FMS appropriations/contracts the two position alphanumerics FMS Country Code is shown. Not all FMS contracts contain FMS appropriations. A list of the codes are in part 15 of this manual. The FMS Country Code is used in the automatic payment of progress payments.
POSTL-IND	TRANSACTION CODE - A code which indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 15 of this manual.
DT-LST-ACT	DATE LAST ACTION - The date of the last transaction.
OBLIG	OBLIGATED AMOUNT - That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.

ULO	UNLIQUIDATED DOLLAR VALUE - The total dollar value obligated for this ACRN, less the total dollar amount disbursed for this ACRN.
WIP	UNLIQUIDATED WORK-IN-PROCESS (PROGRESS) PAYMENTS - Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification (ACRN).
DISCOUNT	DISCOUNT - The dollar value deducted from an account because of prompt payment.
QTY-VAR	QUANTITIY VARIANCE AMOUNT - The amount disbursed for an overshipment of an item charged to this accounting classification (ACRN).
TRANS	Transportation - The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	UNLIQUIDATED ADVANCE PAYMENTS - An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	LIQUIDATED DAMAGE AMOUNT - This is an amount which reflects the amount collected toward liquidated damages charges.

e. MESSAGES

DEPRESS ENTER TO VIEW NEXT ACCTG RECORD	If the user wishes to view the next accounting record, the ENTER/REL key should be depressed. To cancel the inquiry, depress the PA2 key.
--	---

2.2.3.32.8 CT5821 - LINE ITEM DATA

a. GENERAL - The line item data, service or supply, for the contract being inquired is displayed. By depressing ENTER the system will continue to display each line item until all have been shown, at which time the system will return to CT5800. The data displayed includes the CLIN-ELIN, order quantity, unit of measure, noun or description of services, total item amount, inspection/acceptance code, and ACRN for that line item. If the user depresses PA2 or PF12 the system will return control to CT5800, Functional Host Data Base Inquiries or CT0001, Contract Maintenance Master Menu respectively.

b. SCREEN FORMAT - Figure 2-70 is a sample screen format for CT5821.

```
*****
CT5821                               LINE ITEM DATA INQUIRY

      PIIN:                          SPIIN:                          ORG:
      CLIN:                          DT-LST-ACT:
      ORD-QTY:                       QTY-SHPD:
      QTY-ACPT:                      QTY-SCHED:
      UNIT-PRIC:                     TOT-ITM-AMT:
      DEL-MTH-IND:                   DEL-MTH-SHP:
      DEL-MTH-SCH:                   NOUN:
      NSN:
      PARTNO:

      DELQTCY-DT:                    ACT-FRST-AR:                    SVC-CMPL-DT:
      SPN-REC:                      SCHED-IND:                      ACRN:
      PRCH-UNIT:                    QT-PC-OVR:                      QT-PC-UND:
      WHLD-CD:                     LQ-DAMG-IND:                    FIN-ACTN-CD:
      PCMT-QLTY:                   ACPT-SITE:                      FOB-SITE:
      INS-ACPT-CD:                 DISCNT-IND:                    CAO-ORG-CD:
                                   SPCL-PAY-RQD:
```

```
*****
                        FIGURE 2-70
```

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.

SPIIN SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code which identifies the office that is administering the contract.
CLIN	<p>CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER - This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Exhibit-Sub Line Item Number which require DD Forms 250. A DD Form 1423, Dummy line item will be established to encompass all deliveries not requiring a DD Form 250. The number used will be the number applicable to the item or service being identified.</p> <p>The Subline Item Number (last two positions of CLIN) is used to identify separate ship-to locations on a contract line item if necessary.</p>
DT-LST-ACT	DATE LAST ACTIVITY - Date (YYMMDD) the last maintenance activity was processed against this line item.
ORD-QTY	ORDER QUANTITY - This field represents the quantity on order for a given CLIN or ELIN. When the quantity is unknown, a U followed by blanks will be shown.
QTY-SHPD	TOTAL QUANTITY SHIPPED - The total quantity recorded as shipped for this line item as of the last cycle.
QTY-ACPT	TOTAL QUANTITY ACCEPTED - The total quantity recorded as accepted for this line item as of the last cycle.
QTY-SCHED	PAST DUE QUANTITY SCHEDULED - The total quantity scheduled that had become due for this line item as of the last cycle. (Note: Quantity delinquent is determined by subtracting the Total Quantity Shipped from the Past Due Quantity Scheduled.)
UNIT-PRIC	UNIT PRICE - The cost of each item ordered or received. An E displayed to the right of the unit price indicates the unit price is estimated.
TOT ITM AMT	TOTAL ITEM AMOUNT - If the ORD-QTY field is U blank or N blank and/or the UNIT-PRIC field is U blank, N blank or C blank, an N will appear in this field. Otherwise, the total item amount shown was generated by multiplying the ORD-QTY by the UNIT-PRIC (generated by the system). An estimated total item amount is indicated by an E to the right of the amount.
DEL-MTH-IND	DELINQUENT MONTH INDICATOR - Reflects the number of months the line item has been in a delinquent status.
DEL-MTH-SHP	DELINQUENT MONTH SHIPPED - When the line item is delinquent at the end of the month (PADR run), the total quantity shipped for this line at monthend is reflected.

DEL-MTH-SCH	DELINQUENT MONTH SCHEDULED - When the line item is delinquent at the end of the month (PADR run), the total quantity scheduled for this line at monthend is reflected.
NOUN	NOUN - Represents the first 11 positions of the name and/or description of the item being procured as shown on the contractual document.
NSN	NATIONAL STOCK NUMBER - A number assigned under the federal cataloging program. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned national item identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an exhibit, an N will be in position 1, blank pos. 2, EXHIBIT in pos. 3-9 and the rest of field blank. If delivery schedules are applicable to a service line item, an N will be in pos. 1, blank pos. 2, SERVICES in pos. 3-10 and rest of the field blank. When a destination acceptance data item is to be sent to multideestination points, a Z in position 1, blank pos. 2, the DoDAAD Code of the acceptance receiving activity in positions 3-8 and blank the rest of the field.
PARTNO	PART NUMBER - When data are present, field consists of the manufacturer's part number preceded with the Commercial and Government Entity (CAGE) Code. This CAGE will be the code of the facility where the work will be performed. This will be the same code as that shown on the Administrative Data Record in the CONTRR-FACL field. When the CONTRR-FACL field is not applicable, the CAGE on the Administrative Data Record is shown. When a part number is not available, the field will be blank.
DELQTCY-DT	DELINQUENCY DATE - The date the line item initially became delinquent.
ACT-FRST-AR	FIRST ARTICLE ACCEPTANCE DATE (6A/N) - If a shipment has not been made, it is the first DLY-SCH-DT of all shipments for this line item, plus the number of days in DAYS-FOR-ACCPT. If a shipment has been made, it is the Shipment Date, plus DAYS-FOR-ACCPT. If days for acceptance is blank, this field will also be blank.
SVC-CMPL-DT	SERVICE COMPLETION DATE - The date on which the performance of the contracted service is scheduled to be completed (YYMMDD) is shown. This indicates that the service line item format was used to enter the item (i.e., one entered using CT1700).

SPN-REC	SHIPMENT PERFORMANCE NOTICE (SPN) RECIPIENT - The DoDAAD Code that depicts the activity which is to receive the shipment performance notice as a result of shipment of material or services rewarded on a contract.
SCHED-IND	SCHEDULE INDICATOR - If the service completion date is estimated the field will be Coded E; otherwise, it will be blank.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - Represents a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the long line accounting classification. The reference number is also used to associate the various record formats of the contract payment notice.
PRCH-UNIT	PURCHASE UNIT - Unit of Measure or Purchase Unit is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measures and issue are contained in part 15 of this manual.
QT-PC-OVR	QUANTITY VARIANCE OVER - This field reflects the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity. The code is followed by the actual percentage. The actual percentage is shown to three decimals (i.e., 2% is 02000).
QT-PC-UND	QUANTITY VARIANCE UNDER - This field reflects the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which can be under-shipped by the contractor. The code is followed by the actual percentage carried to three decimals (i.e., 2% is 02000).
WHLD-CD	<p>WITHHOLD CODE - The entry of an A or B in the withhold code indicates that payment is to be withheld until certain action(s) is (are) complete. Input of the appropriate code is determined as follows:</p> <p style="margin-left: 40px;">a. An A is shown when DAR clause 7-104.7 is cited and sublines are not separately priced (NSP). Payment will be withheld until all NSP lines are delivered.</p> <p style="margin-left: 40px;">b. A B is shown when DAR 9-504 has caused the insertion of DAR clause 7-104.9H in which withholding may be directed by the ACO due to delay in receipt of technical data.</p>

c. An entry of A in this field will automatically generate a Q in the SPC-CON-PVN field of the provisions data record. Entry of B in this field will automatically generate a Standard ACO Coded Remark (STD-ACO-CDD-RMK) on the Remarks Data Record previously described.

LQ-DAMG-IND

LIQUIDATED DAMAGES INDICATOR - When the contract has a liquidated damages clause applicable to the specific line item shown, an A will be shown in the field. Otherwise, the field will be left blank. If the liquidated damages clause applies to all line items. This field will be left blank and the LQD-DMG-IND field on the Provisions Data Record (CB Record previously described) will contain an A. The following DAR clauses will determine whether damages in delinquent shipments apply:

- a. DAR 7-103.11 with 7-105.5 insert.
- b. DAR 7-104.7 with 7-105.5 insert.
- c. DAR 7-1902.8 with 7-1904.4 and 7-105.5 insert.

FIN-ACTN-CD

FINANCIAL ACTION CODE - Reflects a code that determines the type of Financial Action taken.

<u>CODE</u>	<u>EXPLANATION</u>
3	For Fixed price type contract for each line item paid by a local DCMD. When a line contains a Code 3 and an acceptance Code of S or D is used, an account payable and accrued expenditure are created.
4	Indicates that the line item does not require payment; therefore, the accounts payable and accrued expenditure are not created.

PCMT-QLTY

PROCUREMENT QUALITY ASSURANCE SITE - This is the site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for destination or S for source.

ACPT-SITE

ACCEPTANCE SITE - The designated acceptance site at which the Government assents to the ownership of contract line items.

<u>CODE</u>	
S	Indicates Source/Origin Acceptance
D	Indicates Destination Acceptance

FOB-SITE FREE ON BOARD SITE - Reflects the site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

CODE

D Destination
O Intermediate
S Origin (Source)

INS-ACPT INSPECTION/ACCEPTANCE (I/A) - A code reflecting I/A requirements. See part 15 of this manual for a list and explanation of the codes.

DISCNT-IND DISCOUNT INDICATOR - When percentages are shown for a trade discount (DISCNT-TRMS on Provisions Data Record), this field will contain a D - Discount Applies. Otherwise, the field will reflect an N - no discount.

CAO-ORG-CD CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - The two position code for the office having administrative responsibility for the contract.

SPCL-PAY-RQD SPECIAL PAYMENT INSTRUCTION INDICATOR - A one position alpha character where 'Y' denotes that the line item has special payment instructions and will cause all subsequent payments relative to this line item (CLIN-ELIN) to be paid manually. If there are no special instructions, the system will default to 'N'.

e. MESSAGES

ERROR MESSAGE

EXPLANATION

THERE ARE NO MORE CLINS
FOR THIS CONTRACT

All the line item records (and associated schedules and shipments when requested) have been displayed for the contract.

2.2.3.32.9 CT5830 - SCHEDULE DATA

a. GENERAL - The schedule data and RDF (Revised Delivery Forecast Information) existing for the inquired contract is displayed to the user. Service Line items are displayed with a message indicating that no schedule records exist. When the user depresses ENTER the system will display the next schedule until all are shown. If the user has requested both line item and schedule data, the system will display all schedules for a CLIN-ELIN, then return to CT5821 for the next CLIN-ELINS line item data. Schedule data includes the Schedule Quantity, Schedule Data, Ship To, Mark For, MILSTRIP Number, and ACRN. Revised Delivery Forecast include Delay Code, Delayed Quantity, Recovery Date, Number of RDFs, CAO Recommendation, Transaction Status Indicator, Document Type, and Schedule Quantity Shipped. If the user depresses PA2 or PF12 the system will return control to CT5800, Functional Host Data Base Inquiries, or CT0001 Contract Maintenance Master Menu respectively.

b. SCREEN FORMAT - The following is a sample screen for CT5830.

```
*****
CT5830                      SCHEDULE DATA
CBUD

      PIIN: DLA500 CG001      SPIIN:      ORG:

      CLIN-ELIN: 00 1        DLV-SCH-DT: 97 3 14
      SHIP-TO: S204          MK-FOR:
      MN0-AND-SFX:           DLV-SCH-QTY: 0
      CLISUB-XHIB:           CONT-MOD-NO:
      ACRN: A                TRNS-PRI-CD:
      EFF-DT:                PROC-DT: 96 3 14
      DLAY-CD:               SCH-QTY-SHP:
      DLAYD-QTY:             CAO-RECOM:
      RECVRY-DT:             TRNS-STA:
      NBR-RDF:               TYPE-DOC:
      RDF-DT:                CONV-CD:
                               KR-DLV-SCH-DT: 97 3 14
                               PREV-KR-SCH-DT:

*****
```

FIGURE 2-71

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
CLIN/ELIN	<p>CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER - This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Exhibit-Sub Line Item Number which require DD Forms 250. A DD Form 1423, Dummy line item will be established to encompass all deliveries not requiring a DD Form 250. The number used will be the number applicable to the item or service being identified.</p> <p>The Subline Item Number (last two positions of CLIN) is used to identify separate ship-to locations on a contract line item if necessary.</p>
DLV-SCH-DT	DELIVERY SCHEDULE DATE - The contractual date for delivery of material which will be addressed to the destination shown in the SHP-TO and MK-FOR fields. When the date is estimated, it will be followed by an E (YYMMDE).
SHP-TO	SHIP TO - DoDAAD Code of the destination point of the item.
MK-FOR	MARK FOR - DoDAAD Code of the ultimate recipient of the item.
MNO-AND-SFX	<p>MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES - A system of standard data elements, codes, forms and formats for requisition and issue of material, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurement or amendment to a contract. This field consists of:</p> <ul style="list-style-type: none">a. Service (pos. 1).b. Requisitioner (pos. 2-6).

- c. Julian year (pos. 7).
- d. Julian day (pos. 8-10).
- e. Serial Number (pos. 11-14).

DLV-SCH-QTY	DELIVERY SCHEDULE QUANTITY - The quantity scheduled for delivery for this line at SHP-TO level. An E displayed to the right of the quantity indicates an estimated quantity.
CLISUB-XHIB	CLIN/SUB EXHIBIT NUMBER - The number used to identify the contract line item which established this exhibit line item. Otherwise, this field will be blank.
CONT-MOD-NO	CONTRACT MOD NUMBER - This field reflects the two or six position modification number of the document which established or last changed the schedule.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - Represents a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the long line accounting classification. The reference number is also used to associate the various record formats of the contract payment notice.
TRNS-PRI-CD	TRANSPORTATION PRIORITY CODE - This code represents a number assigned to a schedule/shipment which establishes precedence (order) of handling and the method of material movement within the Defense transportation system.
EFF-DT	EFFECTIVE DATE OF SCHEDULE MODIFICATION - Reflects the date the modification that effected this schedule was effective (YYMMDD).
PROC-DT	PROCESS DATE - This is the date the schedule was added or last changed (YYMMDD).
DLAY-CD	REASON FOR DELAY CODE - A three position code containing the delaying agent and the reason why performance of a contract is/was delayed.
DLAYD-QTY	DELAYED QUANTITY - An 11-position field prefixed with zeros which reflects the amount of the item that will not be delivered as scheduled.
RECVRY-DT	RECOVERY DATE - A six position field which reflects the data the contractor is expected to deliver the item.

NBR-RDF	NUMBER OF REVISED DELIVERY FORECAST - A five position field which reflects the number of Revised Delivery Forecasts (RDF) that have been issued against this schedule.
CA0-RECOM	CONTRACT ADMINISTRATION OFFICE RECOMMENDATION - A one position field which reflects the Contract Administration's Office recommended action to improve the contractor's performance or to recover expenses incurred caused by poor performance.
TRNS-STA	TRANSACTION STATUS INDICATOR - A one position field which depicts special circumstances about the transaction.
TYPE-DOC	TYPE OF DOCUMENT - A one position code which identifies the specific document used to report the delay in performance.
SCH-QTY-SHP	QUANTITY SCHEDULED - An 11-position field which reflects the quantity of the purchase item that is required by this specific date.
CONV-CD	CONVERSION CODE - When the schedule was converted from the Phase I data base, a C is displayed. Otherwise, this field is blank.
KR-DLVY-SCT-DT	CONTRACTOR DELIVERY SCHEDULE DATE - The original schedule, adjusted by modification issued to extend the delivery schedule for government or excusable cause. If this date is earlier than the DLV-SCH-DT, it indicates there was a delay in the schedule, due to the part of the contractor.
PREV-KR-SCH-DT	PREVIOUS CONTRACTOR DELIVERY SCHEDULE DATE - The Contractor Delivery Schedule Date before the last change.

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATION</u>
THERE ARE NO SCHEDULE RECORDS FOR THIS CLIN	There are no schedule records on the Host Data Base for the line item indicated (CLIN-ELIN).

2.2.3.32.10 CT5840 - SHIPMENT DATA

a. GENERAL - This inquiry screen will display all existing shipment data for the contract entered on CT5800. This includes the CLIN-ELIN, Shipment Number, Shipment Date, Quantity Shipped, Quantity Accepted, Purchase Unit, Mode of Shipment, Shipment Weight, etc. If the user depresses ENTER the system will continue to display the shipment data until all records have been displayed. If the user has selected line item data and/or schedule data, as well as shipment data, the system will display the line item data, all schedule data for the CLIN-ELIN, then all shipment data for the CLIN-ELIN in that order. If no shipment data is located for a CLIN-ELIN a message will be displayed to indicate this. Control returns to the line item or schedule data inquiries and repeats the process for each CLIN-ELIN/schedule depending on the selections made by the user. When all records have been displayed or the user depresses PA2 control returns to CT5800. If the user depresses PF12 control will return to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-72 is a sample screen format for CT5840.

```
*****
CT5840                                SHIPMENT DATA

      PIIN:                          SPIIN:                          ORG:

      CLIN-ELIN:                     SHPNO-XTND:                     ACTN-DT:
      PROC-IMP-DT:                   ACPT-SITE:                     PCMT-QLTY:
      FOB-SITE:                      SHPD-DT:                      MODESHP:
      SHP-WT:                        QTY-SHPD:                      QTY-ACPT:
      PRCH-UNIT:                     QA-SIGND-DT:                   SHP-DOC-REC:
      MK-FOR:                        SHP-ADV-CD:                     PRFMD-ID:
      DISCREP-CD:                     CHAIN-CD:                     RSUBM-DT:
      SPN-STAT-CD:                     GFM:                       PKN-PKP-PKQ:
      FUP-IND:                        DT-PK5-FUP:                     EDI-IND: N
      ERR-CDS:

      TRNSP-REFNO:                   FAS-VES-PNT:
      NSN:                          MDC-AND-SFX:
```

```
*****
                        FIGURE 2-72
```

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
CLIN/ELIN	CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER - This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Exhibit-Sub Line Item Number which require DD Forms 250. A DD Form 1423, Dummy line item will be established to encompass all deliveries not requiring a DD Form 250. The number used will be the number applicable to the item or service being identified. The Subline Item Number (last two positions of CLIN) is used to identify separate ship-to locations on a contract line item if necessary.
SHPN0-XTND	SHIPMENT NUMBER - Contractor assigned shipment number. A Z in the eighth position indicates a final shipment.
ACTN-DT	ACTION DATE (FOLLOWUP) - The date a followup is required on destination acceptance items (YYMMDD).
PROC-INP-DT	PROCESS INPUT DATE - The date the last action (establish, correct) was taken against this shipment record (YYMMDD).
ACPT-SITE	ACCEPTANCE SITE - The designated acceptance site at which the Government assents the ownership of contract line items. <u>CODE</u> S Indicates Source/Origin Acceptance D Indicates Destination Acceptance
PCMT-QLTY	PROCUREMENT QUALITY ASSURANCE SITE - Reflects the site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for destination or S for source.

FOB-SITE FREE ON BOARD SITE - Reflects the site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

CODE

D Destination
O Intermediate
S Origin (Source)

SHPD-DT DATE SHIPPED - The date the material was shipped (YYMMDD).

MODESHP MODE OF SHIPMENT - A code which identifies the initial method of movement by the shipper. For a list of codes and explanations see part 15 of this manual.

SHP-WT SHIPMENT WEIGHT - The total weight of the shipment, including containers, set forth in pounds.

QTY-SHPD QUANTITY SHIPPED - The total quantity of items shipped.

QTY-ACPT QUANTITY ACCEPTED - The total quantity that has been accepted for this shipment record.

PRCH-UNIT PURCHASE UNIT - Unit of Measure or Purchase Unit is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measures and issue is contained in part 15 of this manual.

QA-SIGND-DT QUALITY ASSURANCE REPRESENTATIVE (QAR) SIGNED DATE - The date (YYMMDD) that the QAR signed the DD Form 250 in block 21A. On acceptance transactions the acceptance date is shown. A E following the day indicates the date is estimated.

SHP-DOC-REC SHIPMENT DOCUMENT RECEIVED DATE - Reflects the date (YYMMDD) the shipment document was received by the DCMD or DCAMA.

MK-FOR MARK FOR - DoDAAD Code of the ultimate recipient of the item.

SHP-ADV-CD SHIPMENT ADVICE CODE - A code representing specific conditions about a shipment of material from a contractor to the Government. For applicable codes see part 15 of this manual.

PRFMD-ID PERFORMED AT (SHIP TO) ACTIVITY - The DoDAAD Code of the activity at which services were performed.

DISCREP-CD DISCREPANCY CODE - Reflects a code that explains the reason (or major reason) for the difference between the quantity shipped and accepted. Codes and explanations are in part 15 of this manual.

CHAIN-CD	CHAIN CODE - A field which reflects the status of the shipment record. The codes may be found in part 15 of this manual.
RSUBM-DT	RESUBMISSION DATE - Date last correction to this shipment record was processed (YYMMDD).
SPN-STAT-CD	SHIPMENT PERFORMANCE NOTICE (SPN) STATUS CODE - Reflects a code which indicates that the SPN contains data elements which do not match the corresponding elements in the contract abstract. Codes and explanations are in part 15 of this manual.
GFM	GOVERNMENT FURNISHED MATERIAL - This field contains a Y when the shipment contains Government Furnished Material/property and an N if it does not.
PKN-PKP-PKQ	PKN/PKP/PKQ RECEIVED DATE - This is the date (YYMMDD) of DARTS acceptance reports.
FUP-IND	FOLLOWUP INDICATOR - A one position number that identifies the number of followup notifications forwarded to an activity.
DT-PK5-FUP	PK5 FOLLOWUP DATE - The date the PK5 followup was issued (YYMMDD).
EDI-IND	ELECTRONIC DATA INTERCHANGE INDICATOR - A one position alpha character which denotes the method utilized in processing a shipment transaction. If submitted via the EDI process, this field will contain a Y; otherwise, the system will default to N.
ERR-CDS	ERROR CODES - Up to six three position error codes may be shown. These are the errors which caused the shipment record to recycle. A record may be released with these errors. These error codes may be found in part 15 of this manual.
TRNSP-REFNO	TRANSPORTATION PRIORITY CODE - Represents a number assigned to a schedule/shipment which establishes precedence (order) of handling and the method of material movement within the Defense transportation system.
FAS-VES-PNT	FREE ALONG SIDE VESSEL POINT CITY - In-the-clear identification of the free along side vessel point where delivery is made by the contractor (mostly lumber contracts).
NSN	NATIONAL STOCK NUMBER - A number assigned under the federal cataloging program. It consists of six digit Federal Supply Classification (FSC), the seven digit assigned national item identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first

position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an exhibit, an N will be in pos. 1, blank pos. 2, EXHIBIT in pos. 3-9 and the rest of field blank. If delivery schedules are applicable to a service line item, an N will be in pos. 1, blank pos. 2, SERVICES in pos. 3-10, and the rest of the field blank. When a destination acceptance data item is to be sent to multidestination points, a Z in pos. 1, blank pos. 2, the DoDAAD Code of the acceptance receiving activity in pos. 3-8 and blank the rest of the field.

MDC-AND-SFX

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES - A system of standard data elements, codes, forms and formats for requisition and issue of materiel, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurment or amendment to a contract. This field consists of:

- a. Service (pos. 1).
- b. Requisitioner (pos. 2-6).
- c. Julian year (pos. 7).
- d. Julian day (pos. 8-10).
- e. Serial Number (pos. 11-14).

e. MESSAGES

ERROR MESSAGE

EXPLANATION

THERE ARE NO SHIPMENT
RECORDS FOR THIS CLIN

There are not any shipments recorded for
the line item indicated (CLIN-ELIN).

2.2.3.32.11 CT5850 - INVENTORY DATA

a. GENERAL - This inquiry will show some administrative data peculiar to the contract document and/or modifications to that document. Data displayed includes the modification number, if applicable, contract closed date, received date, kind of modification, hard copy receipt indicator, etc. If the user depresses ENTER the system will continue to display inventory records until all have been shown or until the user depresses PA2 which will return control to CT5800. If the user depresses PF12 control returns to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-73 is a sample screen format for CT5850.

CT5850

INVENTORY DATA

PIIN:	SPIIN:	ORG:
CONT-MOD-NO:	CONT-CLS-DT:	
ACO-CD:	RG-SPCLST-CD:	
BUYG-ACTY-CD:	DEPT-CD:	
RCVD-DT:	ISSD-BY:	
DT-OF-SIGNR:	KIND-MOD:	
EFF-DT:	CONTR-STAT-CD:	
HC-ACO-NOT-DT:	PART-ABSTR:	

FIGURE 2-73

c. INPUT INSTRUCTIONS - No entries are required/allowed.

d. DATA ELEMENT DESCRIPTIONS - Following are those data element descriptions which correspond with the above screen format.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

ORG	CONTRACT ADMINISTRATION OFFICER ORGANIZATION CODE - The two position code of the office which is administering the contract.
CONT-MOD-NO	CONTRACT MODIFICATION NUMBER - Six position alphanumeric serial number for contracts, BOAs or BPAs and two position serial number for calls/orders.
CONT-CLS-DT	CONTRACT CLOSING DATE - The date (YYMMDD) all administrative actions are complete and the contract moves to section 5.
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER CODE - A two position code of the ACO/administrator assigned to the contract.
RG-SPCLIST-CD	READING GROUP SPECIALIST CODE - The two position code of the person inputting the contract.
BUYG-ACTY-CD	BUYING ACTIVITY CODE - The two position code of the office issuing the contract/modification.
DEPT-CD	DEPARTMENT CODE - The one position code of the Service issuing the contract/modification.
RCVD-DT	RECEIVED DATE - The date the contract/modification was received by the DCMD (YYMMDD).
ISSD-BY	ISSUED BY - The DoDAAD Code of the organization issuing the contract/modification.
DT-OF-SIGNR	DATE OF SIGNATURE - The date the contract/modification was signed (YYMMDD).
KIND-MOD	KIND OF MODIFICATION CODE - This code indicates the kind of modification which was processed. A complete list of the kinds and explanations are contained in part 15 of this manual. This code applies to modifications only.
EFF-DT	EFFECTIVE DATE - Indicates the date the contract/modification became effective. (YYMMDD)
CONTR-STAT-CD	CONTRACT STATUS CODE - This field has three purposes: <ul style="list-style-type: none"> a. Zero - Indicates that preliminary input has established the contract record and it is waiting for hard copy contract data. b. Numeric - Other than zero indicates that hard copy contract data has been rejected the number of times equal to the numeric value. c. Negative - Indicates that hard copy contract data has been established and the contract is in active status.

HC-ACO-NOT-DT	HARD COPY ACO NOTIFICATION DATE - The date the PCO has been notified that the hard copy for MILSCAP abstract has not been received.
PART-ABSTR	PARTIAL ABSTRACT - A nine will indicate that all data elements were not included in their abstract set (PAA-PAH) transmitted by a MILSCAP participant. Otherwise, the field will be blank.
PROCESS-INP-DT	PROCESS INPUT DATE - The date the contract/modification was input into the Data Base.
CONV-CD	CONVERSION CODE - A C will indicate this was a converted contract or modification. Otherwise, for documents entered after conversion the field will be blank.

e. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATION</u>
NO INVENTORY RECORDS EXIST FOR THIS CONTRACT	The Inventory Record(s) has not yet been established for this contract. Therefore, the contract will not be in the system.

2.2.3.32.12 ALL DATA BASE RECORDS

When this option is selected the system will display all the data beginning with contract level data and continuing through inventory data. Each screen will be displayed from CT5801 through CT5850 if the type of data shown on the screen is encountered. For example, when scanning all records for a Basic Ordering Agreement which has no accounting, line item schedule or shipment data only contract level data and inventory data are shown. On documents with line items, the line item is shown followed directly by all schedules for the CLIN- ELIN, and then all shipment records for the CLIN-ELIN. This cycle will continue until all line items and associated records are displayed. Inventory data will then be shown.

2.2.3.32.13 CT5860 - SELECT INDIVIDUAL RECORDS

a. GENERAL - This inquiry menu allows the user to select a specific record to be viewed. If the user depresses PA2 control will be returned to CT5800. If the user depresses PF12 the system will return to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 2-74 is a sample screen format for CT5860.

```
*****
CT5860                                SELECT INDIVIDUAL RECORDS

      PIIN:                            SPIIN:                            ORG:

SPECIFIC ACRN                                ACRN:

SPECIFIC CLIN                                CLIN-ELIN:

SPECIFIC CLIN/SCHEDULES                      CLIN-ELIN:

SPECIFIC CLIN/SCHEDULES/SHIPMENTS            CLIN-ELIN:

SPECIFIC SHIPMENT                            SHP-NO:

SPECIFIC DOCUMENT                            CNTR-MOD-NO:
```

FIGURE 2-74

c. INPUT INSTRUCTIONS - The following data elements are allowed for input:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
SPECIFIC ACRN ACRN-IND	SPECIFIC ACRN ACRN-IND (1A) - Enter an X if an individual ACRN inquiry is desired. If this field is X, ACRN must contain data and must match the data base. All other fields on this screen must be blank.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - If ACRN-IND contains an X, this field must contain data and must match an ACRN on the data base.
SPECIFIC CLIN	SPECIFIC LINE ITEM SELECTION INDICATOR - Enter an X if an individual line item inquiry is desired. If this field is X, CLIN-ELIN must contain data and must match the data base. All other fields on this screen must be blank.

SPECIFIC CLIN/ SHIPMENT	SPECIFIC LINE ITEM/SCHEDULES/SHIPMENT SELECTION INDICATORS - Enter an X if schedules or schedules and shipment records for a particular line item are desired. If this field contains an X the associated CLIN-ELIN field must contain data and must match the data base. All other fields on this screen must be blank.
CLIN-ELIN	CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - If the specific line item, line and schedules or line, schedules and shipment indicator contains an X the associated CLIN-ELIN must contain data and must match the data base.
SPECIFIC SHIPMENT	SPECIFIC SHIPMENT INDICATOR - Enter an X if an individual shipment inquiry is desired. If this field contains data, a shipment number must be entered in SHP-NO. All other fields on the screen must contain data.
SHP-NO	SHIPMENT NUMBER - If the specific shipment indicator contains an X this field must contain data and must match the data base.
SPECIFIC DOCUMENT	SPECIFIC DOCUMENT INDICATOR - Enter an X if a specific modification's inventory data is required. If this field is X the CNTR-MOD-NO field must contain data and must match the data base. All other fields on the screen must be blank.
CNTR-MOD-NO	CONTRACT MODIFICATION NUMBER - If specific document indicator is X this field must contain data and must match the data base.

d. MESSAGES

<u>ERROR MESSAGE</u>	<u>EXPLANATION</u>
ONE OF THE INDICATORS MUST CONTAIN AN X	In order to select one of the individual inquiries, an X must be placed in the selection indicator field to the left of the selection. To exit the menu, depress the PA2 key.
ONLY ONE OF THE INDICATORS CAN CONTAIN AN X	The user may select only one individual inquiry at a time. The second individual inquiry may be selected once the first is complete.
REQUESTED CLIN/ELIN DOES NOT EXIST FOR THIS PIIN/SPIIN	The line item entered for the contract number shown does not exist on the Host Data Base.
REQUESTED MODIFICATION DOES NOT EXIST FOR THIS PIIN/SPIIN	The modification requested for the contract number shown is not recorded on the Host Data Base. Therefore, the document has not yet been received and/or entered into backlog by the DCMD.

ERROR MESSAGEEXPLANATION

THE ACRN INDICATOR MUST accounting record, enter an X	To request an inquiry for a specific BE BLANK OR X in the sel- ection indicator field. Otherwise, leave the selection indicator field blank.
THE CLIN INDICATOR MUST BE BLANK OR X	To request an inquiry for a specific line item, enter an X in the selection indica- tor field. Otherwise, leave the selection indicator field blank.
THE CLIN/SHIPMENT INDICATOR MUST BE BLANK OR X	To request an inquiry for a specific line item, associated schedule, and shipment records, enter an X in the selection ind- icator field. Otherwise, leave the sele- ction indicator field blank.
THE DOCUMENT INDICATOR MUST BE BLANK OR X	To request an inquiry for a specific doc- ument, enter an X in the selection ind- icator field. Otherwise, leave the sel- ection indicator field blank.
THE REQUESTED ACRN IS NOT ON THE DATA BASE	The accounting record requested is not on the Host Data Base.
THE SCHEDULE INDICATOR MUST BE BLANK OR X	To request an inquiry for a specific line item and associated schedule record, enter an X in the specific indicator field. Otherwise, leave the specific indicator field blank.
THE SHIPMENT INDICATOR MUST BE BLANK OR X	To request an inquiry for a specific ship- ment, enter an X in the specific indicator field. Otherwise, leave the specific ind- icator field blank.

2.2.3.33 UNCT30 - SUMMARY EDIT FUNCTIONS MENU

a. GENERAL - The purpose of this menu is to allow users to select one of the Summary Edit Inquiries listed. Specifics on each of these three inquiries are provided in the paragraphs that follow (2.2.3.33.1, 2.2.3.33.2, and 2.2.3.33.3).

(1) Several factors are checked to determine whether a summary edit will process online or in batch. The number of line items, schedules and accounting records added/changed are checked against a predetermined number entered in TB0069. If the number of records is below the predetermined number in TB0069, the summary edit will process online (exactly as it did prior to the change). If the number of records is above the predetermined number in TB0069, the summary edit will process in the background. In determining whether a contract will be processed online or in the background, the program only counts the number of items added or changed (not total records) of line items, schedules or accounting records.

(2) There is a fourth check which determines whether a summary edit will process online or in the background. This condition will not occur when adding a contract (only when correcting or modifying one). This check is related to the Inspection/Acceptance field of a line item. Each line item has its own Inspection/Acceptance field. Multiple line items could have the same Inspection/Acceptance. A predetermined number is entered on TB0069. If a correction/modification is made to a contract, the number of the line items with the same Inspection/Acceptance are counted. The summary edit will be processed in the background if the number of line items with the same Inspection/Acceptance is above the predetermined number.

b. SCREEN FORMAT - Figure 2-75 is a sample screen format for UNCT30.

```
*****
UNCT30                SUMMARY EDIT FUNCTIONS MENU
CBUD:

SUMMARY EDIT REQUEST INQUIRY                1
RESUBMIT SUMMARY EDIT REQUEST                2
RESUBMIT SUMMARY EDIT REQUEST(SUPERVISOR)    3
CANCEL BACKGROUND SUMMARY EDIT(SUPERVISOR)   4
                TERMINATE                                PA2

                FUNCTION:

ENTER SELECTION CRITERIA OR PA2 TO EXIT
```

```
*****
                FIGURE 2-75
```


c. INPUT INSTRUCTIONS - Users should select the inquiry they desire from the menu. This selection is made by entering the assigned number for the desired inquiry in the FUNCTION field.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	<p>Select the inquiry desired. The entry must be numeric (0-4).</p> <p>a. Selection of option one will result in the execution of the SUMMARY EDIT REQUEST INQUIRY. Details of this inquiry are provided in paragraph 2.2.3.33.1.</p> <p>b. Selection of option two will result in the execution of the RESUBMIT SUMMARY EDIT REQUEST function. Details of this function are provided in paragraph 2.2.3.33.2.</p> <p>c. Selection of option three will result in the execution of the RESUBMIT SUMMARY EDIT REQUEST (SUPERVISOR) function. Details of this function are provided in paragraph 2.2.3.33.3.</p>

2.2.3.33.1 UNCT31 - SUMMARY EDIT REQUEST INQUIRY

a. GENERAL - The purpose of this inquiry is to allow users to obtain information about the status of summary edits that have been initiated. Users have the capability to specify criteria upon which the inquiry will be based. This criteria consists of the RGS-CD, PIIN, SPIIN, and CAO-ORG-CD. Users can enter specific information in any/all of these fields, or leave them blank to view all contracts.

b. SCREEN FORMAT - Figure 2-76 is a sample screen format for UNCT31.

```
*****
UNCT31                      SUMMARY EDIT REQUEST INQUIRY    AS OF:  94 03 07
CBUD:                      TIME:  11:15:55
RGS-CD:
PIIN:                      SPIIN:                      CAO-ORG-CD:

      PIIN      SPIIN      ORG      RGS      STATUS
DLA441 95 MW307      JB      C000002      Currently not processed
DLA441 95 MW308      JB      C000002      Summary edit aborted, contact
                                         supv
DLA441 95 MW309      JB      C000002      Summary edit aborted, resubmit
DLA441 95 MW310      JB      C000002      Summary edit completed - batch
DLA441 95 MW311      JB      C000002      Summary edit completed - online
```

*****END*

ALL RECORDS HAVE BEEN SHOWN. REENTER OR PA2 TO

```
*****
FIGURE 2-76
```

c. INPUT INSTRUCTIONS: Below are descriptions and input instructions for each field on the above screen in which data may be entered.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
RGS-CD	READING GROUP SPECIALIST CODE (8A/N) - Enter data in this field only if summary edits for a specific Reading Group Specialist are desired. If a specific code is entered, the output will be limited to contracts that contain entered RGS CODE. Users can obtain output for all codes, by leaving this field blank.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter data in this field if the status of a specific contract record is desired. If a specific contract number is entered, the most recent summary edit for contracts with this PIIN will be displayed in the output. If an entry is made in this field, an entry must also be made in the CAO-ORG-CD field.

DATA ELEMENTSPECIAL INSTRUCTIONS

SPIIN

SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Users may enter a specific SPIIN in conjunction with a PIIN entry to limit the output to only contracts that contain this SPIIN. This field may be left blank to view all SPIINS.

CAO-ORG-CD

CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Users may enter a specific code to limit the output to only contracts that contain this code. If PIIN or SPIIN is entered, an entry must be made in this field, enter.

d. DESCRIPTION OF OUTPUT - After the search criteria is entered, the system will search for contracts that match the selected criteria and display them on screen. The status of each matching contract will be displayed in the status field on this screen. Descriptions of each field on the output display are provided below.

PIIN

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N)
- The Contract Number.

SPIIN

SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - The Call or Order Number of a contract.

ORG

CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This field indicates the Contract Administration office for the listed PIIN/SPIIN.

RGS

READING GROUP SPECIALIST CODE (8A/N) - This code identifies the person who input the listed contract.

STATUS

STATUS (40A/N) - This field indicates the status of the PIIN/SPIIN in regard to summary edit. This field will contain one of the messages shown below:

a. Currently Not Processed - This message indicates that the summary edit was submitted for batch processing and that the job is not yet completed.

b. Summary Edit Aborted, Contact Supv - This message indicates that a serious problem has occurred (probably a program or system error) and that resubmitting the job will not help. These aborts should be reported to your supervisor.

c. Summary Edit Aborted, Resubmit - This message indicates that a minor error has occurred in the summary edit processing and that this should be easily corrected by simply resubmitting the job.

d. Summary Edit Completed - Batch - This message indicates that a batch summary edit was successfully completed on the identified contract.

e. Summary Edit Completed - Online - This message indicates that a successful summary edit of the identified contract was processed via the normal online process.

f. Canceled by User - This message indicates that a background summary edit was canceled by the user prior to the completion of the background processing.

2.2.3.33.2 UNCT32, UNCT33 - RESUBMIT SUMMARY EDIT REQUEST

a. GENERAL - This inquiry functions essentially the same as the SUMMARY EDIT REQUEST INQUIRY. Users input the search criteria in exactly the same manner. The output of the inquiry is identical except that an additional column entitled RESUB is added. Summary edits which are listed as aborted on Screen UNCT31 can be resubmitted by moving the cursor to the RESUB column for a specific PIIN/SPIIN marking the field with an X and depressing ENTER.

UNCT32 will only display those PIIN/SPIINs for which summary edits were initiated by the current user. That is, UNCT32 only allows users to view and resubmit summary edit requests that contain their own RGS-CD (Reading Group Specialist Code). In contrast, UNCT33 allows, a supervisor to view and resubmit Summary Edits for all RGS Codes.

b. SCREEN FORMAT - Figure 2-77 is a sample screen format for UNCT32.

```
*****
UNCT32                RESUBMIT SUMMARY EDIT REQUEST        AS OF:  94 03 25
CBUD:                                     TIME:  11:06:43
RGS-CD:  C000001
PIIN:      SPIIN:                CAO-ORG-CD:

PIIN      SPIIN      ORG   RGS      STATUS                      RESUB
DLA700  94  VVV11      JB    C000001  CURRENTLY NOT PROCESSED
DAAE07  94  DM008 0007  JB    C000001  SUMMARY EDIT ABORTED, CONTACT
                                           SUPV
```

END TO RESUBMIT REQUEST, PLACE 'X' IN THE RESUB FIELD AND PRESS ENTER
ENTER SELECTION CRITERIA OR PA2 TO EXIT

```
*****
FIGURE 2-77
```

c. SCREEN FORMAT - Figure 2-78 is a sample screen format for UNCT33.

```
*****
UNCT33      RESUBMIT SUMMARY EDIT REQUEST (SUPERVISOR)    AS OF:  94 03 25
CBUD:                                           TIME:  11:06:43
RGS-CD:  C000001
PIIN:           SPIIN:           CAO-ORG-CD:

PIIN          SPIIN    ORG    RGS      STATUS                      RESUB
DLA700 94 VVV11                JB    C000001    CURRENTLY NOT PROCESSED
DAAE07 94 DM008 0007          JB    C000001    SUMMARY EDIT ABORTED, CONTACT
                                           SUPV
*****
```

END TO RESUBMIT REQUEST, PLACE 'X' IN THE RESUB FIELD AND PRESS ENTER
ENTER SELECTION CRITERIA OR PA2 TO EXIT

FIGURE 2-78

d. INPUT INSTRUCTIONS - Inputs for these screens are the same as those for screen UNCT31, Summary Edit Request Inquiry. Users will input the search criteria and depress ENTER. The matching contracts that have not yet been processed or that have been aborted will be displayed in the output. Users can then mark the RESUB column for a specific contract to resubmit the unprocessed/aborted summary edit. For details on the input process see the INPUT INSTRUCTIONS for Screen UNCT31.

e. DESCRIPTION OF OUTPUT - The output for this function is identical to that of the SUMMARY EDIT REQUEST INQUIRY except for an additional column which is entitled RESUB. Users can mark this column for a specific column to resubmit an unprocessed/aborted summary edit. The status of an aborted contract will immediately change to currently not processed when a resubmit is initiated. For details on the output, see the DESCRIPTION OF OUTPUT for Screen UNCT31.

2.2.3.33.3 UNCT35 - CANCEL BACKGROUND SUMMARY EDIT (SUPERVISOR)

a. GENERAL - This inquiry functions essentially the same as the SUMMARY EDIT REQUEST INQUIRY. Users input the search criteria in exactly the same manner. The output of the inquiry is identical except that an additional column entitled CANCEL is added. The purpose of this inquiry is to allow users the ability to cancel summary edit background jobs that are currently in process. This screen will only show those contracts that are currently in the summary edit process (the summary edit is not complete). To cancel a summary edit move the cursor to the CANCEL column for a specific PIIN/SPIIN marking the field with an X and depressing ENTER.

b. SCREEN FORMAT - Figure 2-79 is a sample screen format for UNCT35.

```
*****
UNCT35  CANCEL BACKGROUND SUMMARY EDIT (SUPERVISOR)  AS OF:  94 03 25
CBUD:                                     TIME:  11:06:43
RGS-CD:  C000001
PIIN:                SPIIN:                CAO-ORG-CD:

PIIN      SPIIN      ORG      RGS      STATUS      CANCEL
DLA700 94 VVV11      JB      C000001  CURRENTLY NOT PROCESSED
```

END TO CANCEL REQUEST, PLACE 'X' IN THE CANCEL FIELD AND PRESS ENTER
ENTER SELECTION CRITERIA OR PA2 TO EXIT

```
*****
FIGURE 2-79
```

c. INPUT INSTRUCTIONS - Inputs for this screen is the same as those for Screen UNCT31, Summary Edit Request Inquiry. Users will input the search criteria and depress ENTER. The matching contracts that have not yet been processed aborted will be displayed in the output. Users can then mark the CANCEL column for a specific contract to cancel the summary edit. For details on the input process see the INPUT INSTRUCTIONS for Screen UNCT31.

d. DESCRIPTION OF OUTPUT - The output for this function is identical to that of the SUMMARY EDIT REQUEST INQUIRY except for an additional column which is entitled CANCEL. Users can mark this column for a specific column to cancel an unprocessed summary edit. For details on the output, see the DESCRIPTION OF OUTPUT for Screen UNCT31.

2.2.3.34 CT5870 - NAVY STARS OBLIGATION INQUIRY

a. GENERAL - This screen displays data from the Navy STARS Data Base. It may be accessed by selecting function 15 on screen CT5000.

b. SCREEN FORMAT - Figure 2-80 is a sample screen format for CT5870.

```
*****
CT5870              NAVY STARS OBLIGATION INQUIRY
                                RGS:

      PIIN:                  SPIIN:                  ACRN:

                                APPROP:
      LMT SUBH:              CLS-CD-NAVY:
      BUR-CTL-NO:            ALOTM-NAVY:
      ACCTG-ACTY:
      PROPTY-ACCT:          NAVY-CST-CD:

      POSTED-DT:
      RECEIPT-DT:            OBLIG-AMT:
      CAO-ORG-CD:
```

```
*****
                                Figure 2-80
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the contract number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the call/order number.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the ACRN for which the long-line account number is desired.
APPROP	APPROPRIATION (10A/N) - Field is system generated and protected.
LMT SUBH	LIMIT SUBHEAD (4A/N) - Field is system generated and protected.
CLS-CD-NAVY	OBJECT CLASS CODE (3A/N) - Field is system generated and protected.
BUR-CTL-NO	BUREAU CONTROL NUMBER (5A/N) - Field is system gener- ated and protected.
ALOTM-NAVY	SUBALLOTMENT/OPERATING BUDGET SUBDIVISION (1A) - Field is system generated and protected.
ACCTG-ACTY	ACCOUNTING ACTIVITY (6A/N) - Field is system gener- ated and protected.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PROPTY-ACCT	PROPERTY ACCOUNTING ACTIVITY (6A/N) - Field is system generated and protected.
NAVY-CST-CD	NAVY COST CODE (12A/N) - Field is system generated and protected.
POSTED-DT	POSTED DATE (6N) - Field is system generated and protected.
RECEIPT-DT	RECEIVED DATE (6N) - Field is system generated and protected.
OBLIG-AMT	OBLIGATED AMOUNT (13N) - Field is system generated and protected.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Field is system generated and protected.

2.2.3.35 CT5900 - NOTEBOOK INQUIRY MENU

a. GENERAL - This menu screen allows the user to select one of several inquiries available. A general explanation of each selection on this menu screen exists within Function 0, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 2-81 is a sample screen format for CT5900.

```
*****
CT5900          NOTEBOOK INQUIRY MENU
CBUD:
```

```
COMPUTER BASED USER DOCUMENTATION.....0
PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTIONS.....1
BVN SPECIAL PAYMENT INSTRUCTIONS.....2
CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS.....3
ACO IN-THE-CLEAR INSTRUCTIONS.....4
CONTRACT LEVEL NOTEBOOK INFORMATION.....5
ALL CLIN/ELIN NOTEBOOK INFORMATION.....6
```

FUNCTION:

PIIN:

SPIIN:

CLIN:

```
### #####
*****
```

Figure 2-81

c. INPUT INSTRUCTIONS - Entries required are as follows:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	FUNCTION (1N) - Select the inquiry required. Must be numeric (0-6).
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the 13-position contract number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - Reflects a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).

DATA ELEMENTSPECIAL INSTRUCTIONS

CLIN

CONTRACT LINE ITEM/EXHIBIT LINE ITEM NUMBER - This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Exhibit-Subline Item Number which require DD Forms 250. A DD Form 1423, Dummy line item will be established to encompass all deliveries not requiring a DD Form 250. The number used will be the number applicable to the item or service being identified.

The Subline Item Number (last two positions of the CLIN) is used to identify separate ship-to locations on a contract line item if necessary.

This field must be filled when Function 3 is utilized.

d. MESSAGES

ERROR MESSAGEEXPLANATION

SELECT A VALID FUNCTION

Must be numeric 0-6.

ENTER PIIN/SPIIN

Enter the 13-position contract number and supplemental call/order if necessary.

INVALID PIIN OR PIIN/SPIIN

Contract number structure invalid.

THIS PIIN/SPIIN IS NOT IN
NOTEBOOK

The contract number entered has no data within the notebook data base.

NO PROGRESS PAYMENT SPCL
PAYMENT INSTR EXIST FOR
THIS PIIN/SPIIN

The contract number entered has no Progress Payment Special Payment Instructions.

NO BVN SPECIAL PAYMENT
INSTRS EXIST FOR THIS
PIIN/SPIIN

The contract number entered has no BVN Special Payment Instructions.

ENTER/PIIN/SPIIN/CLIN
PRESS ENTER

Function 3 requires a CLIN to be entered in addition to the PIIN/SPIIN.

MUST BE ENTERED FOR
OPTION SELECTED

A CLIN must be entered for Function 3.

REQUESTED CLIN/ELIN DOESNT
EXIST FOR THIS PIIN/SPIIN
IN NOTEBOOK

There is no notebook data for the PIIN/SPIIN and CLIN/ELIN entered.

THERE ARE NO ACO NOTEBOOK
REMARKS FOR THIS PIIN/SPIIN

The contract number entered has no ACO Notebook Remark information.

NO NOTEBOOK INFORMATION
EXISTS FOR THIS PIIN/SPIIN

The contract number entered has no Notebook information.

ERROR MESSAGE

EXPLANATION

THERE ARE NO CLINS FOR THIS
PIIN/SPIIN IN NOTEBOOK

The contract number entered has no CLIN/
ELIN Special Payment Instructions.

THIS FIELD MUST BE BLANK
FOR FUNCTION SELECTED

The CLIN is to be entered only if Function
3 has been selected. The PIIN/SPIIN/CLIN
fields must be blank if Function 0 (CBUD)
is selected.

2.2.3.35.1 CT5910 - PROVISION LEVEL SPECIAL PAYMENT INSTRUCTION INQUIRY

a. GENERAL - This inquiry screen displays progress payment or BVN Special Payment Instructions for the contract entered on screen CT5900. By depressing ENTER, the user will be brought back to screen CT5900. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-82 is a sample screen format for CT5910.

```
*****
CT5910          PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS INQUIRY
CBUD:

PIIN:           SPIIN:           CAO-ORG-CD:           RGS-CD:

                PROGPAI-INST:

#####
#####
#####
#####
#####

                BVN-INST:

#####
#####
#####
#####
#####

##  #####
*****
```

Figure 2-82

c. INPUT INSTRUCTIONS - No entries are required/allowed.

2.2.3.35.2 CT5920 - LINE ITEM SPECIAL PAYMENT INSTRUCTIONS INQUIRY

a. GENERAL - This inquiry screen displays special payment instructions for the contract and CLIN/ELIN entered on Screen CT5900. By depressing ENTER, the user will be brought back to Screen CT5900. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-83 is a sample screen format for CT5920.

```
*****
CT5920          LINE ITEM SPECIAL PAYMENT INSTRUCTIONS INQUIRY
CBUD:
```

```
PIIN:           SPIIN:           CAO-ORG-CD:           RGS-CD:
```

```
CLIN/ELIN:
```

```
SPCL-PAY-INSTR:
```

```
#####
#####
#####
#####
#####
#####
```

```
### #####
```

```
*****
```

Figure 2-83

c. INPUT INSTRUCTIONS - No entries are required/allowed.

2.2.3.35.3 CT5930 ACO NOTEBOOK REMARKS INQUIRY

a. GENERAL - This inquiry screen displays any ACO narrative remark which assists in the Administration of the contract entered. By depressing ENTER, the user will be brought back to Screen CT5900. Explanations (definitions) of each element except CBUD itself can be obtained by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 2-84 is a sample screen format for CT5930.

```
*****
CT5930                      ACO NOTEBOOK REMARKS INQUIRY
CBUD:
```

```
PIIN:                      SPIIN:          CAO-ORG-CD:      RGS-CD:
```

```
ACO-NTBK-RMKS:
```

```
#####
#####
#####
#####
#####
#####
```

```
### #####
```

```
*****
```

Figure 2-84

c. INPUT INSTRUCTIONS - No entries are required/allowed.

